

Information available from Wye Valley Community Council under the model publishing scheme

Information to be published	How the information can be obtained	Cost (ppc 10p per sheet)
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts)		
Who's who on the Council and its Advisory Groups. Current information only	Notice boards and web site	
Contact details for Clerk and Council members.	Notice board and web site	
Name, location, telephone number and email address		
Location of Community Council meeting venue and accessibility details	Tintern & Llandogo Village Halls (alternate months)	Accessible

Class 2 - What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Annual return form and report by auditor	Web site & hard copy	
Precept, Finalised budget	Hard Copy	

Precept	Hard Copy
Financial, Standing Orders & Regulations	Web site & Hard Copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous years as a minimum	(hard copy or website)
Community Plan (current and previous year as a minimum)	LDP Hard Copy
Annual Report (current year as a minimum)	Annual meeting minutes, Hard Copy & website

Class 4 - How we make decisions

Decision making processes and records of decisions	Hard Copy or website
Current and previous Council year as a minimum	

Timetable of meetings (Council, Community meetings)	Website & Hard Copy
Agendas of meetings (as above)	Website & Notice Boards
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website & Notice Boards
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy, minutes
Responses to planning applications	Hard Copy, minutes
 Class 5 - Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard Copy or website
Policies and procedures for the conduct of council business:	Website & Hard Copy
Procedural Standing Orders	
Advisory Group terms of reference	
Code of Conduct	
Policy statements	

Policies and procedures for the provision of services and about the employment of staff: Website & Hard Copy

Internal policies relating to the delivery of services

Equality and diversity policy

Health and safety policy

Recruitment and Employment policies

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)

Information security policy Website & Hard Copy

Records management policies (records retention, destruction and archive) Hard Copy

Data protection policies Hard Copy

Class 6 - Lists and Registers

Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)

Assets register Hard Copy / Website

Register of members' interests Hard Copy

Register of gifts and hospitality Hard Copy

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

(hard copy or website; some information may only be available by inspection)

Current information only

Burial grounds and closed churchyards

Hard Copy

Village halls

Hard Copy

Parks, playing fields and recreational facilities

Hard Copy

Seating, litter bins and lighting

Hard Copy

Bus shelters

Hard Copy

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Email contact: Clerk of the Council

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE

DESCRIPTION

BASIS OF CHARGE

Disbursement cost	Photocopying 10p per sheet (black & white)	Actual cost *
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	Photocopying 15p per sheet (colour)	Actual cost
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	Postage	Actual cost
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Statutory Fee	In accordance with the relevant legislation (quote the actual statute)
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Other

* The actual cost incurred by the public authority