

INFORMATION AVAILABLE FROM LLANBADOC COMMUNITY COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who's who on the Council and its Committees	WEBSITE	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	WEBSITE AND NOTICEBOARDS	
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	(hard copy or website)	
Annual return form and report by auditor	WEBSITE	
Finalised budget	WEBSITE/MINUTES	
Precept	WEBSITE?MINUTES	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	HARD COPY/WEBSITE	
Grants given and received	HARD COPY	

List of current contracts awarded and value of contract	HARD COPY	
Members' allowances and expenses	HARD COPY/WEBSITE	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Community Plan or Statement of priorities	HARD COPY	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	WEBSITE AND NOTICEBOARD	
Agendas of meetings (as above)	WEBSITE AND FACEBOOK	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	WEBSITE	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	WEBSITE/MINUTES	
Responses to consultation papers	HARD COPY	
Responses to planning applications	HARD COPY AND WEBSITE/MINUTES	
Bye-laws	N/A	

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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Internal Audit Risk Assessment	HARD COPY WITHIN STANDING ORDERS, HARD COPY N/A WEBSITE AND HARD COPY WEBSITE AND HARD COPY WEBSITE WEBSITE	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Social Media Policy Welsh Language Policy	HARD COPY N/A HARD COPY HARD COPY WEBSITE WEBSITE WEBSITE	
GDPR Consent	WEBSITE	

GDPR Privacy Policy	WEBSITE	
Records management policies (records retention, destruction and archive)	HARDCOPY	
Data protection and The Council and Councillors	WEBSITE AND HARD COPY	
Schedule of charges (for the publication of information)	WEBSITE	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	REGISTER OF COMMONERS RIGHTS IS AVAILABLE AT www.monmouthshire.gov.uk	
Assets register	HARD COPY	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	HARD COPY	
Register of members' interests	HARD COPY AND WEBSITE	
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		
Parks, playing fields and recreational facilities	WEBSITE	
Seating, litter bins, clocks, memorials and lighting	HARD COPY ASSET REGISTER	
Bus shelters	HARD COPY	

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	WEBSITE	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Ms OLIVIA BEAUMONT clerk@llanbadoc.org

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 A4 @ 10p per sheet (black & white)	Actual cost *
	Photocopying A4@ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority