

MODEL PUBLICATION SCHEME

Adopted by Wentlooge Community Council on 16.07.24

Information available from Wentlooge Community Council under the model publication scheme issued by the Information Commissioner's Office

	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Hard copy/email	20p per sheet/free
Contact details for Clerk and Council members	Hard copy/noticeboards/website/email	20p per sheet/free/free/free
Location of main Council office and accessibility details	Hard copy/website/email	20p per sheet/free/free
Staffing structure	The council only employs a part-time Clerk	
What we spend and how we spend it		
Annual return form and report by auditor	Hard copy/website/email	20p per sheet/free/free
Finalised budget	Hard copy/email	20p per sheet/free
Precept	Hard copy/email	20p per sheet/free
Financial Standing Orders and Regulations	Hard copy/website/email	20p per sheet/free/free
Grants given and received	Hard copy/email	20p per sheet/free
Members' allowances and expenses	Hard copy/website/email	20p per sheet/free/free
What our priorities are and how we are doing		
We are signed up with other Community Councils to the Newport City Council Charter	Not applicable	
How we make decisions		
Timetable of meetings	Hard copy/Website/ Email	20p per sheet/free/free

Agendas of meetings	Hard copy/noticeboards/website/email	20p per sheet/free/free/free
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	Hard copy/website/email	20p per sheet/free/free
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	20p per sheet/free
Responses to consultation papers	Hard copy/email	20p per sheet/free
Responses to planning applications	Hard copy/email	20p per sheet/free
Bye-laws	Not applicable	
Our policies and procedures 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	Hard copy/email	20p per sheet/free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/email	20p per sheet/free
Information security policy	Hard copy/email	20p per sheet/free

Records management policies (records retention, destruction and archive)	Hard copy/email	20p per sheet/free
Data protection policies	Hard copy/email	20p per sheet/free
Schedule of charges (for the publication of information)	Hard copy/email	20p per sheet/free
Lists and Registers		
Assets register	Hard copy/email	20p per sheet/free
Register of members' interests	Hard copy/email	20p per sheet/free

Contact details:

Sara Nurse
Wentlooge Community Council
Peterstone Village Hall
Peterstone
Wentlooge
CF3 2TR

Email: clerk@wentloogecommunitycouncil.co.uk

Website: www.wentloogecommunitycouncil.co.uk

Noticeboard locations:

1. Peterstone Village Hall
2. St Brides Village Hall

Schedule of charges:

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying @ 0.20p per sheet (black and white)	Actual cost *
	Postage	Actual cost of Royal Mail 1st class

*The actual cost incurred by Wentlooge Community Council

