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

Who we are and what we do Who's who on the Council and its Committees Contact details for Clerk and Copy/email accept/onticeboards/website/email Location of main Council office and accessibility details 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 Finalised budget Precept Hard copy/email Hard copy/email 20p per sheet/free/free 20p per sheet/free 4ard copy/email 20p per sheet/free 20p per sheet/free 20p per sheet/free 4ard copy/email 20p per sheet/free 20p per sheet/free 4ard copy/email 20p per sheet/free 20p per sheet/free 20p per sheet/free 20p per sheet/free 4ard copy/email 20p per sheet/free 20p per sheet/free 4ard copy/email 20p per sheet/free		How the information can be	Cost	
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Agendas of meetings	Hard copy/noticeboards/website/email	20p per sheet/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	Hard copy/email 20p per sheet/free	
policies (records retention,		
destruction and archive)		
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