MODEL PUBLICATION SCHEME

Adopted by Wentlooge Community Council on 15.3.2022

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

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| --- | --- | --- |
|  | 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 |
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| 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 |  |
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| **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 excludeinformation that is properly regarded as private to themeeting. | 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 |  |
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| Our policies and proceduresPolicies and procedures for the conduct of councilbusiness:Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | Hard copy/email | 20p per sheet/free |
| Policies and procedures for the provision of services andabout the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyPolicies and procedures for handling requests for informationComplaints 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 |
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|  |  |  |

Contact details:

Maria Mulcahy

Wentlooge Community Council

Peterstone Village Hall

Peterstone

Wentlooge

CF3 2TR

Email: [clerk@wentloogecommunitycouncil.co.uk](file:///C%3A%5CUsers%5CWentlooge%20CC%5CDocuments%5CCILCA%20-%2012.5.21%20file%5CSection%205%5CLO28%20-%20councils%20decisions%20and%20actions%5Cclerk%40wentloogecommunitycouncil.co.uk)

Website: www.wentloogecommunitycouncil.co.uk

Noticeboard locations:

1. Peterstone Village Hall
2. St Brides Village Hall

Schedule of charges:

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| --- | --- | --- |
| 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