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 |  |
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| 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 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 |  |
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| 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 |
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Contact details:

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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