



Information available from **St Donats Community Council** in Wales under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Paper copy</p>	<p>No fee 20p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Paper copy</p>	<p>No fee 20p per sheet</p>

Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Paper copy	No fee 20p per sheet
Location of main Council office and accessibility details	Website Paper copy	No fee 20p per sheet
Staffing structure – Part time Clerk	Website Paper copy	No fee 20p per sheet
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	Website Paper copy	No fee 20p per sheet
Annual return form and report by auditor	Website Paper copy	No fee 20p per sheet
Finalised budget	Website Paper copy	No fee 20p per sheet
Precept	Website Paper copy	No fee 20p per sheet
Financial Standing Orders and Regulations	Website Paper copy	No fee 20p per sheet

Grants given and received	Website Paper copy	No fee 20p per sheet
Members' allowances and expenses	Website Paper copy	No fee 20p per sheet
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	Website Paper copy	No fee 20p per sheet
Annual Report (current and previous year as a minimum)	Website Paper copy	No fee 20p per sheet
Local charters drawn up in accordance with WG and WLGA guidelines	Website Paper	No fee 20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Paper copy	No fee 20p per sheet

Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	Website Paper copy	No fee 20p per sheet
Agendas of meetings (as above)	Website Paper copy	No fee 20p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Paper copy	No fee 20p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Paper copy	No fee 20p per sheet
Responses to consultation papers	Website Paper copy	No fee 20p per sheet
Responses to planning applications	Website Paper copy	No fee 20p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Paper copy	No fee 20p per sheet
Policies and procedures for the conduct of council business: Procedural standing orders	Website Paper copy	No fee 20p per sheet

Delegated authority in respect of officers Code of Conduct Policy statements		
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 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)	Website Paper copy	No fee 20p per sheet
Information security policy	Website Paper copy	No fee 20p per sheet
Records management policies (records retention, destruction and archive)	Website Paper copy	No fee 20p per sheet
Data protection policies	Website Paper copy	No fee 20p per sheet
Schedule of charges (for the publication of information)	Website Paper copy	No fee 20p per sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy with Clerk	No fee
Assets register	Website Paper copy	No fee 20p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	No fee
Register of members' interests	Website Paper copy	No fee 20p per sheet
Register of gifts and hospitality	Website Paper copy	No fee 20p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	N/A	-
Burial grounds and closed churchyards	N/A	-

Community centres and village halls	N/A	-
Parks, playing fields and recreational facilities	N/A	-
Seating, litter bins, clocks, memorials and lighting	N/A	-
Bus shelters	N/A	-
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	N/A	-
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	-

Contact details:

The Clerk – Mrs Jackie Griffin

07969 204773

E-mail – stdonatscommunitycouncil@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Advised on request for information.	In accordance with the relevant legislation 11B of the Freedom of Information Act.