

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy	Photocopying and postage
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Photocopying and postage
Location of main Council office and accessibility details	Website Hard copy	Photocopying and postage
Staffing structure	Hard copy	Photocopying and postage
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Hard copy	Photocopying and postage
Finalised budget	Hard copy	Photocopying and postage
Precept	Hard copy	Photocopying and postage
Borrowing Approval letter	Hard copy	Photocopying and postage
Financial Standing Orders and Regulations	Hard copy	Photocopying and postage
Grants given and received	Hard copy	Photocopying and postage
List of current contracts awarded and value of contract	Hard copy	Photocopying and postage

Members' allowances and expenses	Hard copy	Photocopying and postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Hard copy	Photocopying and postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard copy	Photocopying and postage
Agendas of meetings (as above)	Website Hard copy	Photocopying and postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Photocopying and postage
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	Photocopying and postage
Responses to consultation papers	Hard copy	Photocopying and postage
Responses to planning applications	Hard copy	Photocopying and postage
Bye-laws	Hard copy	Photocopying and postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies		

and procedures for delivering our services and responsibilities) Current information only		
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	Photocopying and postage
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 Health and safety 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)	Hard copy	Photocopying and postage
Information security policy	Hard copy	Photocopying and postage
Records management policies (records retention, destruction and archive)	Hard copy	Photocopying and postage
Data protection policies	Hard copy	Photocopying and postage
Schedule of charges (for the publication of information)	Hard copy	Photocopying and postage
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Photocopying and postage

Assets Register	Hard copy	Photocopying and postage
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)	Hard copy	Photocopying and postage
Register of members' interests	Hard copy	Photocopying and postage
Register of gifts and hospitality	Hard copy	Photocopying and postage
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy	Photocopying and postage
Burial grounds and closed churchyards	Hard copy	Photocopying and postage
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy	Photocopying and postage
Seating, litter bins, clocks, memorials and lighting	Hard copy	Photocopying and postage
Bus shelters		
Markets		
Public conveniences		
Agency agreements	Hard copy	Photocopying and postage
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy	Photocopying and postage
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Welsh Language Policy	Website Hard copy	Photocopying and postage
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### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 50 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		