

Yscir Community Council

Information available under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do. (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	hard copy, notice board, website or email
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy, notice board, website or email. Clerk's email address on website
Location of main Council office and accessibility details	hard copy, website or email
Staffing structure	N/A
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	(hard copy and/or website)
Annual return form and report by auditor	Hard copy or email
Finalised budget	Hard copy, email or website
Precept	Hard copy, email or website
Borrowing Approval letter	N/A at present
Financial Standing Orders and Regulations	Hard Copy or email or website
Grants given and received	N/A at present
List of current contracts awarded and value of contract	N/A at present
Members' allowances and expenses	N/A

Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Community Plan (current and previous year as a minimum)	N/A
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard copy, email or website
Agendas of meetings (as above)	Hard copy, notice boards, website or email
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, email or website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy or email
Responses to planning applications	Hard copy or email
Byelaws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy or website)
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy or email Where possible on website

Committee and sub-committee terms of reference 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 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 or email where available
Information security policy	N/A
Records management policies (records retention, destruction and archive)	hard copy or email
Data protection policies	hard copy or email or website
Schedule of charges) for the publication of information)	hard copy, email or website - end of this document
Class 6 – Lists and Registers 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)	Not held
Assets Register	hard copy or email
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)	Not held
Register of members' interests	Minuted at meetings
Register of gifts and hospitality	N/A at present
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)

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
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: clerk@yscir.net

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost
	Clerk's time covered in above cost	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority