CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

Information available from the Community Council under the model publication scheme

*NB – Services / information shown as ‘struck-though’ is not available*

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only | On request to:  The Clerk to the Council,  c/o Laburnum, Croes-y-Pant Lane, Mamhilad, Monmouthshire  NP4 0JD  Tel. 01495 785779  Email: theclerk@goytre.gov.uk | 5 pence per page copied, plus postage. For requests involving a large volume of papers a separate charge may be levied to cover the Clerk’s costs in processing the request |
| Who’s who on the Council and its Committees | Available on the Community Council’s web site [www.goytre.gov.uk](http://www.goytre.gov.uk) | No Charge |
| Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | As above | No Charge |
| Location of main Council office and accessibility details | As above | No Charge |
| Staffing structure | The Council employs a Clerk and two cleaners | N/A |

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| **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 | Available on the Community Council’s web site [www.goytre.gov.uk](http://www.goytre.gov.uk) | No Charge |
| Annual return form and report by auditor | As above | No Charge |
| Finalised budget | As above | No Charge |
| Precept | As above | No Charge |
| ~~Borrowing Approval letter~~ | Not applicable | Not applicable |
| Financial Standing Orders and Regulations | Available on the web site | No Charge |
| Grants given and received | Via the Clerk, as above | No Charge |
| List of current contracts awarded and value of contract | Via the Clerk, as above | No Charge |
| Members’ allowances and expenses | Available on the web site | No Charge |

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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| ~~Community Plan (current and previous year as a minimum)~~ | Not applicable | Not applicable |
| Annual Report (current and previous year as a minimum) | Available on the web site | No Charge |
| ~~Local charters drawn up in accordance with WG and WLGA guidelines~~ | Not applicable | Not applicable |
| **Class 4 – How we make decisions**  Decision making processes and records of decisions  Current and previous Council year as a minimum |  |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and community meetings) | Available on the web site | No Charge |
| Agendas of meetings (as above) | As above | No Charge |
| Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting. | As above | No Charge |
| Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting. | As above | No Charge |

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| ~~Responses to consultation papers~~ | Not applicable | Not applicable |
| Responses to planning applications | Via the Clerk, as above | No Charge |
| ~~Bye-laws~~ | Not applicable | Not applicable |
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| **Class 5 – Our policies and procedures**  (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 terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Available on the web site | No Charge |
| Policies and procedures for the provision of services and about the employment of staff:  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) | Available on the web site  Available on the web site  Available on the web site  Not applicable  Available on the web site  Available on the web site | No Charge |
| Information security policy | Available in hard copy on request via the Clerk | 5 pence per page copied, plus postage. |
| Records management policies (records retention, destruction and archive) | Available on the web site | No Charge |
| Data protection policies | Available on the web site | No Charge |
| Schedule of charges (for the publication of information) | See base of this sheet | No Charge |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | NB 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 applicable | Not applicable |
| Assets register | Available in hard copy on request via the Clerk | 5 pence per page copied, plus 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) | Available on request via the Clerk | No Charge |

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| Register of members’ interests | Available on the web site | No Charge |
| ~~Register of gifts and hospitality~~ | None at the present time | Not applicable |
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| **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) |  |
| ~~Allotments~~ | Not applicable | Not applicable |
| ~~Burial grounds and closed churchyards~~ | Not applicable | Not applicable |
| ~~Community centres and village halls~~ | Not applicable | Not applicable |
| Parks, playing fields and recreational facilities | Via the Clerk, as above | No Charge |
| ~~Seating, litter bins, clocks, memorials and lighting~~ | Not applicable | Not applicable |
| Bus shelters | Via the Clerk, as above | No Charge |
| ~~Markets~~ | Not applicable | Not applicable |
| Public conveniences | Via the Clerk, as above | No Charge |
| ~~Agency agreements~~ | Not applicable | Not applicable |
| ~~Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)~~ | Not applicable | Not applicable |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above | None at the present time | Not applicable |

SCHEDULE OF CHARGES

The table below describes the charges associated with the above.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) | Actual cost |
|  | Photocopying @ 10p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class  First class can be provided for the additional cost |