

CYNGOR CYMUNED
MANORDEIFI
COMMUNITY COUNCIL

INFORMATION PUBLICATION
TABLE

Guide to Information available from Manordeifi Community Council under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Information about us, structures, locations and contacts Current information only	Hard copy and website	
Who's who on the Council and its Committees: list of Council's members, party affiliation (if any), office held and, if relevant, the ward each member represents	Hard copy and website	
A telephone number and generic email address as well as postal address. Where possible, provide the contact details for Clerk and Council members (including co-opted members), with telephone number, and email address	hard copy and website	
Location of main Council office and accessibility details	Not held	
Staffing structure	Hard copy and website	
Gender Pay Gap Reporting in line with the Government's guidance on the gender pay gap reporting (if applicable)	Not held	
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 Provide this information for the current and previous financial year.	Hard copy and website	
Annual audited accounts	hard copy and website	
Finalised budget	Hard copy and	

	website	
Precept	Hard copy and website	
Borrowing Approval letter	Not held	
Financial Standing Orders and Regulations	Hard copy and website	
Grants given and received	Hard copy and website (meeting minutes)	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy and website	
Statement of payments made to all elected members	Hard copy and website	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews As a minimum, provide this information for the current and previous year	Hard copy and website	
Community Plan	Not held	
Annual Report	Hard copy and website	
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions Decision making processes and records of decisions As a minimum, provide this information for the current and previous council year	Hard copy and website (policies and meeting minutes)	

Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings	Hard copy and website	
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Hard copy and website	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Not held	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy and website	
Policies and procedures for the conduct of Council business, eg: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • 	Hard copy and website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policies • Health and safety policy • Recruitment policies and current vacancies, including opportunities for becoming a co-opted member • Policies and procedures for handling requests for information • Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme 	Hard copy and website	
Information security policy	Hard copy and website	
Records management policies, including records retention, destruction and archive	Hard copy and website	
	Hard copy and	

Data protection policy (including data sharing and CCTV usage) and privacy notice	website	
Welsh Language standards, ie details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	Not held	
Any publicly available register or list, in most circumstances existing access provisions will suffice	Not held	
Assets register	Hard copy and website	
Disclosure log detailing responses to previous FOI and EIR requests	Hard copy	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Not held	
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	Not held	
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee, together with those fees (eg burial fees)	Not held	

Additional Information		
Any additional information published proactively that is not itemised in the lists above		

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred