

## TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

### FREEDOM OF INFORMATION ACT 2000 – MODEL PUBLICATION SCHEME

Trewern Community Council has a duty under the Freedom of Information Act to adopt and maintain a publication scheme, and will proactively publish or otherwise make available as a matter of routine, information which is held by the Community Council and falls within the classifications below.

#### Freedom of Information Requests

This publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested. The Council has a right to withhold confidential and sensitive information.

Where a request for information is made, we will either provide the information requested or issue a notice stating the reason(s) why any information requested cannot be provided. You will be informed of the outcome of your request no later than the twentieth working day following the date the request is received.

#### Charges

The Council aims to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

The Council may charge for information under this scheme; however, any charges will be on the basis of cost recovery, and will be kept to a minimum. Anyone requesting information will be informed of any charge, and payment may be requested prior to the provision of the information.

Charges may be made for actual disbursements incurred such as photocopying, postage and costs directly incurred as a result of viewing information

#### Schedule of Charges

This describes how the charges have been arrived.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		The Council may, depending on the information requested, and the work involved charge for the Clerks' time. A minimum charge of 15 minutes will be applied.
<b>Other</b>		
		* the actual cost incurred by the Community Council

The publication scheme will be reviewed on a regular basis.

## TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

### Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Hard copy on request Website Email Border Gossip	Actual cost Free Free Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address if used)	Hard copy on request Website Email	Actual cost Free Free
Members Declaration of Acceptance of Office	Hard copy	Actual cost
Location of main Council office and accessibility details	The Community Council does not have any offices. Meetings are held in the Committee room at Trewern Community Centre and Middletown Village Hall	
Staffing structure	N/A	
<p><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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor (Internal and External Audit)	Hard copy on request Website Email	Actual cost Free Free
Finalised budget	Hard copy on request Website Email	Actual cost Free Free
Precept	Hard copy on request Website Email	Actual cost Free Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy on request Website Email	Actual cost Free Free
Grants given and received	Hard copy on request Minutes on Website Email	Actual cost Free Free
Free Borrowing approval	N/A	
List of current contracts awarded and value of contract	N/A	

Independent Remuneration Panel for Wales - Members' allowances and expenses	Hardcopy on requests Allowance published annually on the website Email	Actual cost Free  Free
<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)	N/A	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A	
<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)	Hard copy on request Website Email	Actual cost Free Free
Agendas of meetings (as above)	Hard copy on request Website Email	Actual cost Free Free
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Hard copy on request Minutes on Website Email	Actual cost Free Free
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy on request Minutes on Website Email	Actual cost Free Free
Responses to consultation papers	Hard copy on request Minutes on Website Email	Actual cost Free Free
Responses to planning applications	Hard copy on request Minutes on Website Email	Actual cost Free Free
Bye-laws	N/A	
<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: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Model Code of Conduct</li> <li>• Risk Assessments - Financial Risk Management</li> </ul>	Hard copy on request Website Email	Actual cost Free Free

<ul style="list-style-type: none"> <li>Concerns and Complaints policy including those covering requests for information and operating the publication scheme</li> </ul>		
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>Disciplinary policy</li> <li>Risk Assessment – Cleaner Public Conveniences</li> <li>Risk Assessment Public Conveniences – Legionella / Fire Risk Assessment / Asbestos /Health &amp; Safety Assessment</li> </ul>	Hard copy on request Website Email	Actual cost Free Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Freedom of Information – Model Publication Scheme	Hard copy on request Website Email	
<b>Class 6 – Lists and Registers</b>		
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)	Available to inspect	Free
Asset Register	Hard copy on request Website Email	Actual cost Free Free
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	
Register of members' interests	Hard copy on request Register published annually on Website Email	Actual cost Free Free
Register of gifts and hospitality	Hard copy on request Website Email	Actual cost Free Free
<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	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	Hard copy/Inspection	Free

Bus shelters	Hard copy/Inspection	Free
Markets	N/A	
Public conveniences	Hard copy/Inspection	Free
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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Trewern Community Council adopted this Freedom of Information Act at its meeting on:

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Signed:.....Date:.....

Print Name:.....

Position:.....

Version No:.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved			