

**INFORMATION AVAILABLE FROM CAERWENT COMMUNITY COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – WHO WE ARE AND WHAT WE DO		
Who's who on the council Contact details for Clerk and Council members	Website – caerwentcom.com Community Noticeboards Newsletter	20p A4 Sheet
Location of Clerk's Address (Council office) and accessibility details	"	"
Staffing Structure	N/A	N/A
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Annual return form and report by auditor	Copy from Clerk	20p A4 Sheet
Finalised budget	N/A	
Precept	Copy from Clerk	20p A4 Sheet'
Borrowing approval letter	N/A	
Standing Orders and Financial Regulations	Copy from Clerk	20p A4 Sheet
Grants given and received	"	"
List of current contracts awarded and value of contract	"	"
Chairman's allowance	From Clerk	N/A

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Parish Plan Current and previous year as minimum	N/A	
Annual Report to Community Meeting (Current and previous year as minimum)	N/A	
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	N/A	
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)		20p A4 Sheet
Timetable of meetings	Community Noticeboards/website	€
Agendas of meetings	Community Noticeboards/website	€
Minutes of meetings (This will exclude information that is properly regarded as private to the meeting)	Copy from Clerk Website	€
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)	Copy from Clerk	€
Responses to consultation papers	Copy from Clerk	€
Responses to planning applications	From Clerk and M.C.C.s Website www.monmouthshire.gov.uk .	€
Bye-laws	N/A	
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business:		
Procedural Standing Orders	Copy from Clerk	20p A4 Sheet
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of others	N/A	

Code of conduct Policy statements	Copy from Clerk N/A	“
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 this publication scheme) Risk Assessment & Management procedures Unacceptable Actions of Individuals policy	N/A N/A N/A N/A As per FOI Publication Scheme Copy from Clerk Copy from Clerk Copy from Clerk	20p per A4 sheet “ “ “
Information security policy	Electoral Register	
Records management policies (records retention, destruction and archive)	Copy from Clerk Archives held at County Records Office	20p per A4 sheet
Data protection policies	We operate policy in accordance with Data Protection Act 1998	
Schedule of charges	as per this document	20p per A4 sheet
CLASS 6 – Lists and Registers Currently maintained lists and registers only	Electoral Register	
Assets register	Copy from Clerk	20p Sheet
Disclosure log (Indicating the information that has been provided to requests)	N/A	
Register of Member’s interests	Declarations of Interest (Book)	20p Sheet
Register of gifts and hospitality	N/A	

CLASS 7 – THE SERVICES WE OFFER		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls: Caerwent Village Hall Caerwent Community Centre	Info from Clerk	
Parks, playing fields and recreational facilities: Caerwent Playing Fields Llanvair Play Area Trewen Play Area Time Team Field	“	
Seating, litter/dog bins, memorial and xmas lighting:	“	
Bus shelters	“	
Markets	N/A	
Public conveniences	Info from Clerk	
Agency Agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees – e.g. burial fees	N/A	
ADDITIONAL INFORMATION	N/A	

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Adopted Dec 2008 (reviewed annually)