

**BAGILLT COMMUNITY COUNCIL**  
**MODEL PUBLICATION SCHEME ADOPTED FROM 1ST JANUARY 2009**

The model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where the information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

To provide publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

To specify the information which is held by the authority and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

To review and update on a regular basis the information the authority makes available under this scheme.

To produce a schedule of fees charged for access to information which is made proactively available.

To make this publication scheme available to the public.

## **Classes of Information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Information in draft form.

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide those means.

In exceptional circumstances some information may be available only by viewing in person.

Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and kept on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

photocopying: postage and packing: the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are all in the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under the scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (Organisational information, structure, locations, contacts) This will be current information only		
Who's who on the Council and its Committees	Website or contact Clerk	Free
Contact details for the Clerk and Council members	Website, contact Clerk or Community Newsletter	Free
Location of main Council office and accessibility details	Clerk's home address	Free
Staffing structure	Clerk only appointment	Free
<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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy contact Clerk	£1.00p
Finalised budget	Hard copy contact Clerk	10p per page
Precept	Council January minutes, website or contact Clerk	Free
Borrowing approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy contact Clerk	10p per page
Grants given and received	Council minutes, website or contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy contact Clerk	Free
Members' allowances and expenses	Hard copy contact Clerk	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not Applicable	
Annual Report to Community meeting	Not Applicable	
Quality Status	Not Applicable	
Local Charters drawn up in accordance with DCLG guidelines	Not Applicable	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council and committees)	Hard copy contact Clerk or website	Free
Agendas of meetings (as above)	Hard copy contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information regarded as private to the meeting	Hard copy contact Clerk or website	Free
Reports presented to Council meetings - nb this will exclude information regarded as private to the meeting	Hard copy contact Clerk	Free
Responses to consultation papers	Hard copy contact Clerk	Free
Responses to planning applications	Council minutes – Website or contact Clerk	Free
Bye laws	Not Applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocol, policies and precedures for delivering our services and responsibilities) Current information only		
Policies and precedures for the conduct of Council business Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy contact Clerk	10p per page
Policies and precedures 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 policy (including current vacancies) Policies and precedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copy contact Clerk	10p per page
Information security policy	Not Applicable	
Records management policies (Records retention, destruction and archive)	Contact Clerk	Free
Data protection policies	Contact Clerk	10p per page
Schedule of charges	Contact Clerk	Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Contact Clerk	Free
Assets Register	Contact Clerk	Free
Disclosure Log	Contact Clerk	Free
Register of Members' interests	Contact Clerk	Free
Register of Gifts and Hospitality	Contact Clerk	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		
Agency agreements	Not Applicable	
Allotments	Not Applicable	
Applications for financial assistance from local organisations	Contact Clerk	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees.	Not Applicable	
Burial Grounds and closed churchyards	Not Applicable	
Bus shelters	Contact Clerk	Free
Christmas Lighting	Contact Clerk	Free
Community awards	Contact Clerk	Free
Community Caretaker	Contact Clerk	Free
Community centres and village halls	Not Applicable	
Community Newsletter	Contact Clerk	Free
Lighting	Not Applicable	
Litter bins	Contact Clerk	Free
Markets	Not Applicable	
Notice Boards	Contact Clerk	Free
Parks, playing fields and recreational facilities	Not Applicable	
Public conveniences	Not Applicable	
Public seating	Contact Clerk	Free
Website	Contact Clerk	Free

**Contact details: Mr. G. Roberts, Clerk to Bagillt Community Council – 5, Ffordd Owain, Acton, Wrexham LL12 8JL.**

**Tel: 01978 354617**

**E-mail: [gareth@garethroberts62.entadsl.com](mailto:gareth@garethroberts62.entadsl.com)**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost*
	Photocopying @ ..p per sheet (colour) Not Available	Actual cost*
	Postage	Actual cost* of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation as applicable
<b>Other</b>		Not applicable

\* The actual cost incurred by the public authority.