Information available from

**Bedwas, Trethomas & Machen Community Council**

under the model publication scheme

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do**(Organisational information, structures, locations, and contacts. This will be current information only.) |
| Who’s who on the Council and its Committees. | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Contact details for Clerk and Council members. (named contacts, where possible, with telephone number and email address (if used)) | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Location of main Council office and accessibility details | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Staffing structure | Not Applicable |  |
| **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 | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Annual return form and report by auditor | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Finalised budget | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Precept | Website (Minutes)Hard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Borrowing Approval letter | Not Applicable |  |
| Financial Standing Orders and Regulations | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Grants given and received | Website (Minutes)Hard Copy – please contact the Clerk | FREE12p per A4 sheet |
| List of current contracts awarded and value of contract | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Members’ allowances and expenses | Website (Minutes)Hard Copy – please contact the Clerk | FREE12p per A4 sheet |
| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections, and reviews) |
| Local charters drawn up in accordance with WG, OVW and WLGA guidelines | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| **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) | Website, Notice Board,Hard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Agendas of meetings (as above)  | Website Hard copy – please contact the Clerk | FREE12p per A4 sheet |
| Minutes of meetings (as above) N.B. This will exclude information that is properly regarded as private to the meeting. | WebsiteHard Copy – please contact the Clerk | FREE12p per A4 sheet |
| Reports presented to council meetingsN.B. This will exclude information that is properly regarded as private to the meeting. | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Responses to consultation papers | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Responses to planning applications | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Bye-laws | Not Applicable |  |
| **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 and sub-committee Terms of Reference
* Delegated authority in respect of officers
* Code of Conduct
* Policy statements
 | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| Policies and procedures for the provision of services and about the employment of staff:* Internal policies relating to the delivery of services
* Complaints procedures (including those covering requests for information and operating the publication scheme)
 | Hard Copy – please contact the Clerk | 12p per A4 sheet |
| **Class 6 – Lists and Registers**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) | Hard copy – please contact the clerk | 12p per A4 sheet |
| Assets register | Hard copy – please contact the clerk | 12p per A4 sheet |
| 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) | Not Applicable |  |
| Register of members’ interests | WebsiteHard copy – please contact the Clerk | FREE12p per A4 sheet |
| Register of gifts and hospitality | Hard copy – please contact the Clerk | 12p per A4 sheet |
| **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.) |
| Allotments | Not Applicable |  |
| Burial grounds and closed churchyards | Not Applicable |  |
| Community centres and village halls | Not Applicable |  |
| Parks, playing fields and recreational facilities | Not Applicable |  |
| Seating, litter bins, clocks, memorials and lighting | Not Applicable |  |
| Bus shelters | Not Applicable |  |
| Markets | Not Applicable  |  |
| Public conveniences | Not Applicable |  |
| Agency agreements | Not Applicable |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not Applicable |  |

**Contact Information**

Ann Birkinshaw, Clerk to BTM Community Council

**by post to** Council Offices, Newport Road, Bedwas, Caerphilly CF83 8YB

**email** to clerk@btmcc.co.uk **phone** 029 20885734 / 07828406172

**SCHEDULE OF CHARGES**

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 12p per sheet (black & white) | Actual cost \*  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

\* the actual cost incurred by the public authority