



Information available from  
**Bedwas, Trethomas & Machen Community Council**  
 under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations, and contacts. This will be current information only.)		
Who's who on the Council and its Committees.	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Contact details for Clerk and Council members. (named contacts, where possible, with telephone number and email address (if used))	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Location of main Council office and accessibility details	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Staffing structure	Not Applicable	
<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	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Annual return form and report by auditor	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Finalised budget	Hard Copy – please contact the Clerk	12p per A4 sheet
Precept	Website (Minutes) Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet



Grants given and received	Website (Minutes) Hard Copy – please contact the Clerk	FREE 12p 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	FREE 12p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (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
<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 and any committee/sub-committee meetings and community meetings)	Website, Notice Board, Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Agendas of meetings (as above)	Website Hard copy – please contact the Clerk	FREE 12p per A4 sheet
Minutes of meetings (as above) N.B. This will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – please contact the Clerk	FREE 12p per A4 sheet
Reports presented to council meetings N.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	
<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: • Procedural standing orders	Hard Copy – please contact the Clerk	12p per A4 sheet



<ul style="list-style-type: none"> <li>• Committee and sub-committee Terms of Reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copy – please contact the Clerk	12p per A4 sheet
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>		
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	Website Hard copy – please contact the Clerk	FREE 12p per A4 sheet
Register of gifts and hospitality	Hard copy – please contact the Clerk	12p per A4 sheet
<p><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.)</p>		
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 Butler, Clerk to BTM Community Council  
**by post to** Council Offices, Newport Road, Bedwas, Caerphilly CF83 8YB  
**email to** [clerk@btmcc.co.uk](mailto: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.

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

\* the actual cost incurred by the public authority