

Information available from Maelor South Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy – contact clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact clerk	10p per sheet
Location of main Council office and accessibility details	Hard copy – contact clerk	10p per sheet
Staffing structure	Hard copy – contact clerk	10p per sheet

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	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact clerk	10p per sheet
Finalised budget	Hard copy – contact clerk	10p per sheet
Precept	Hard copy – contact clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy- contact clerk	10p per sheet
Grants given and received	Hard copy – contact clerk	10p per sheet
List of current contracts awarded and value of contract	N/A	
Members’ allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk	10p per sheet
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) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact clerk	10p per sheet
Agendas of meetings (as above)	Hard copy – contact clerk	10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p per sheet
Responses to consultation papers	Hard copy – contact clerk	10p per sheet
Responses to planning applications	Hard copy – contact clerk	10p per sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy – contact clerk Hard copy – contact clerk	10p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy – contact clerk	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy – contact clerk	10p per sheet
Register of gifts and hospitality	Hard copy – contact clerk	10p per 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	(hard copy or website; some information may only be available by inspection)	
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 lighting	Hard copy – contact clerk	10p per sheet
Bus shelters	Hard copy – contact clerk	10p per sheet
Markets	N/A	
Public conveniences	N/A	
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 This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: The Clerk, Barberry House, Ellesmere Lane, Penley, Wrexham LL13 0LP.
01948 830249
maelorsouth@tiscali.co.uk**

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority