

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

2 Rowes Terrace, Plough Bank, Montgomery, Powys. SY15 6QD

FREEDOM OF INFORMATION PUBLICATION SCHEME

Prepared in accordance with the Freedom of Information Act 2000

This Publication Scheme was adopted by the Council at the Council Ordinary Business Meeting 17th December 2008 from the Model Scheme issued by the Office of the Information Commissioner.

INTRODUCTION

Churchstoke Community Council welcomes the Freedom of Information Act 2000 and its intention to promote greater openness and transparency of the Council's work.

A model publication scheme is issued by the Information Commissioner. It was adopted by the Council without modification and is valid until further notice.

This Scheme consists of 2 parts:

- a) Part 1: The Definition of the Publication Scheme
- b) Part 2: Information Available Under the Publication Scheme

PART 1: THE DEFINITION OF THE PUBLICATION SCHEME

The Council's Commitments

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

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below
- To specify the information which is held by the Council 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 Council makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available

- To make this publication scheme available to the public.

Classes Of Information The Council Will Publish If It Is Held

Class 1 – Who We Are And What We Do: Organisational information, locations and contacts, constitutional and legal governance.

Class 2 – What We Spend And How We Spend It: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 – What Our Priorities Are And How We Are Doing: Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 – How We Make Decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 – Our Policies And Procedures: Current written protocols for delivering our functions and responsibilities.

Class 6 – Lists And Registers: Information held in registers required by law and other lists and registers relating to the functions of the Council.

Class 7 – 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.

Method of Publication

The Council 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 the Council, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via the website, the Council will indicate how information can be obtained by other means and provide it by 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 the Council is legally required to translate any information, it will do so.

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

Charges

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 Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed 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 packaging
- 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, and where they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with this published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the 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 the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 or subsequent Acts or Regulations.

Contact Details

Members of the public wishing to inspect information that cannot be posted or emailed are requested to contact the Clerk to the Council to ensure that the information requested is available and to make an appointment to view. Contact details are as below:

Email: clerk@churchstoke.org
Tel: 01686-668790 (evening and weekends)
Contact Address Clerc i'r Cyngor | Clerk to the council
2 Rowes Terrace
Plough Bank
Montgomery

Powys
SY15 6QD

To help the Council process requests quickly, please mark your email or letter 'Information Request'.

End of Part 1 The Definition of the Publication Scheme

Part 2 Information Available Under The Publication Scheme follows

PART 2: INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

This describes Information available from CHURCHSTOKE COMMUNITY COUNCIL under the publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 – Who We Are And What We Do (Organisational information, structures, locations and contacts)	(hard copy or website)	
Current information only.		
Who's who on the Council and its Committees	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Location of Council office and accessibility details	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Staffing structure	Hard Copy (contact Clerk)	10p/sheet + post
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)	(hard copy or website)	
Current and previous financial year as a minimum.		
Annual return form and report by auditor	Hard Copy (contact Clerk)	10p/sheet + post
Finalised budget	Hard Copy (contact Clerk)	10p/sheet + post
Precept	Hard Copy (contact Clerk)	10p/sheet + post
Borrowing Approval letter	Hard Copy (contact Clerk)	10p/sheet + post
Financial Standing Orders and Regulations	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post

Grants given and received (included in minutes)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
List of current contracts awarded and value of contract (included in minutes)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Members' allowances and expenses (Chairman only; included in minutes)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Class 3 – What Our Priorities Are And How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	None	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	None	
Class 4 – How We Make Decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum.		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Agendas of meetings (as above)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy (contact Clerk)	10p/sheet + post
Responses to consultation papers (included in minutes)	Website Notice Boards	Free Free

	Hard Copy (contact Clerk)	10p/sheet + post
Responses to planning applications (included in minutes)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Bye-laws	None	
Class 5 – Our Policies And Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only.		
Policies and procedures for the conduct of council business	Hard Copy (contact Clerk)	10p/sheet + post
Policies and procedures for the provision of services and about the employment of staff	Hard Copy (contact Clerk)	10p/sheet + post
Information security policy	None	10p/sheet + post
Records management policies (records retention, destruction and archive)	None	10p/sheet + post
Data protection policies	None	10p/sheet + post
Schedule of charges (for the publication of information)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Class 6 – Lists And Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Any publicly available register or list (if any are held this should be publicised) Cemetery Registers	View by appointment with Clerk (contact Clerk)	per hour (or 15 minute part)
Assets Register	Hard copy (contact Clerk)	10p/sheet + post
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)	None	
Register of members' interests (declarations of interest included in minutes)	Website	Free

	Notice Boards Hard Copy (contact Clerk)	Free 10p/sheet + post
Register of gifts and hospitality	Hard copy (contact Clerk)	10p/sheet + post
Class 7 – The Services We Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only.		
Allotments	Hard copy (contact Clerk)	10p/sheet + post
Burial grounds and closed churchyards	View by appointment with Clerk (contact Clerk)	per hour (or 15 minute part)
Community centres and village halls (deeds and leases)	View by appointment with Clerk (contact Clerk)	per hour (or 15 minute part)
Parks, playing fields and recreational facilities (deeds and leases)	View by appointment with Clerk (contact Clerk)	per hour (or 15 minute part)
Seating, litter bins, clocks, memorials and lighting (included in minutes)	Website Notice Boards Hard Copy (contact Clerk)	Free Free 10p/sheet + post
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees): Cemetery Fees and Conditions	View by appointment with Clerk (contact Clerk)	Per hour (or 15 minute part)
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None	None	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is be published as part of the Scheme

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	The actual cost incurred by the Council
	Postage	The actual cost of Royal Mail standard 2 nd class
Statutory Fee	None set	Not applicable
Other	Clerk's time for viewing by appointment	Clerk's hourly rate of pay per hour (or 15 minute part)

End of Part 2 Information Available Under the Publication Scheme

End of Publication Scheme