



CALDICOT TOWN COUNCIL

Publication Scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	Website / Hard copy
Who's who on the Council and its Committees	Website / Hard copy
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy Social media Noticeboard
Location of main Council office and accessibility details	Website
Staffing structure	Website / Hard copy
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>1. Website 2. Hard copy 3. Meeting minutes 4. Cheque lists 5. Estimates 6. Annual Accounts</p>
Annual return form and report by auditor	1, 2, 3
Finalised budget	1, 2, 3, 6
Precept	1, 2, 3, 5, 6
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	1, 2, 3
Grants given and received	1, 2, 3, 4
List of current contracts awarded and value of contract	Contact Clerk
Members' allowances and expenses	1, 2, 3
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	
Community Plan (current and previous year as a minimum)	N/A
Annual Report (current and previous year as a minimum)	Website / Hard copy
Local charters drawn up in accordance with WG and WLGA guidelines	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions)	Website / Hard copy
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	Website
Agendas of meetings (as above)	Website / Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy
Responses to consultation papers	Contact Clerk
Responses to planning applications	Meeting Minutes
Bye-laws	Contact Clerk
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	Website/Hard copy
Committee and sub-committee terms of reference	Website/Hard copy
Delegated authority in respect of officers	Contact Clerk
Code of Conduct	Website/Hard copy
Policy statements	Website/Hard copy
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Website/Hard copy
Equality and diversity policy	Website/Hard copy
Health and safety policy	Website/Hard copy
Recruitment policies (including current vacancies)	Website/Hard copy
Policies and procedures for handling requests for information	Website/Hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/Hard copy
Information security policy	Website/Hard copy
Records management policies (records retention, destruction and archive)	Website/Hard copy
Data protection policies	Website/Hard copy
Schedule of charges (for the publication of information)	N/A
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)	Website/Hard copy

Assets register	Hard copy
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)	Hard copy
Register of members' interests	Website/Hard copy
Register of gifts and hospitality	Hard copy
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	Website/Hard copy
Burial grounds and closed churchyards	Website/Hard copy
Community centres and village halls	Website/Hard copy
Parks, playing fields and recreational facilities	Website/Hard copy
Seating, litter bins, clocks, memorials and lighting	Website/Hard copy
Bus shelters	Website/Hard copy
Markets	N/A
Public conveniences	Website/Hard copy
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
	N/A

Contact details:

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