

Information available from Caldicot Town Council under the model Publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Hard copy
Who's who on the Council and its Committees	Website Hard copy
Contact details for Clerk and Council members	Website/Hard copy Town Noticeboard
Location of main Council office and accessibility details	Website
Staffing structure	Website
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
Annual return form and report by auditor	Website/Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Contact Clerk
Members' allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Community Plan (current and previous year as a minimum)	N/A
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy

Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Web site
Agendas of meetings (as above)	Web site/ Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Contact Clerk
Responses to planning applications	Website/ Hard copy
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/Hard copy Website/Hard copy Contact Clerk Website/Hard copy Contact Clerk
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Contact Clerk Contact Clerk
Information security policy	Contact Clerk
Records management policies (records retention, destruction and archive)	Contact Clerk
Schedule of charges) for the publication of information)	Contact Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or 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)	Hard copy
Assets Register	Hard Copy

Register of members' interests	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	Website some information may only be available by inspection)
Allotments	Hard Copy
Burial grounds and closed churchyards	Hard Copy
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
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 (eg burial fees)	Hard copy Allotments
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A

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