



Information available from Cardigan Town Council under the model publication scheme

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	hard copy and/or website	15p per sheet
Who's who on the Council and its Committees	hard copy and/or website	15p per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	hard copy and/or website	15p per sheet
Location of main Council office and accessibility details	hard copy and/or website	15p per sheet
Staffing structure	hard copy	15p 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	15p per sheet
Annual return form and report by auditor	hard copy	15p per sheet
Finalised budget	hard copy	15p per sheet
Precept	hard copy	15p per sheet
Borrowing Approval letter	hard copy	15p per sheet
Financial Standing Orders and Regulations	hard copy	15p per sheet
Grants given and received	hard copy	15p per sheet
List of current contracts awarded and value of contract	hard copy	15p per sheet
Members' allowances and expenses	hard copy	15p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	hard copy	15p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	hard copy	15p per sheet
Agendas of meetings (as above)	hard copy and/or website	15p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	15p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	hard copy	15p per sheet
Responses to consultation papers	hard copy	15p per sheet
Responses to planning applications	hard copy	15p per sheet
Bye-laws	hard copy	15p per sheet
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	hard copy	15p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy	15p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)	hard copy	15p per sheet
Data protection policies	hard copy	15p per sheet
Schedule of charges (for the publication of information)	hard copy	15p per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy; some information may only be available by inspection	15p per sheet
Any publicly available register or list	hard copy	15p per sheet
Assets Register	hard copy	15p 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 community councils)	hard copy	15p per sheet
Register of members' interests	hard copy	15p per sheet
Register of gifts and hospitality	hard copy	15p 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; some information may only be available by inspection	15p per sheet
Allotments	hard copy	15p per sheet
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	hard copy	15p per sheet
Seating, litter bins, clocks, memorials and lighting	hard copy	15p per sheet
Bus shelters	hard copy	15p per sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees	hard copy	15p per sheet
Additional Information	hard copy	15p per sheet

Contact details: The Town Clerk, Council Offices, 36 Pendre, Cardigan SA43 1JS

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per A4 sheet (black & white)	Actual cost *
	Photocopying @ £1.00 per A4 sheet (colour)	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