



Penhow Community Council

Publication Scheme

The following information is available from Penhow Community Council under the model publication scheme:

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	Website/Hard copy
Contact details for Clerk and Council members	Website/Hard copy Social Media/Noticeboards
Location of main Council office and accessibility details	Website/Hard copy Social Media/Noticeboards
Staffing structure	Website/Hard copy
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	
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard copy
Precept	Website/Hard Copy
Borrowing Approval	N/A
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Minutes/Website
List of current contracts awarded and value of contract	Minutes
Members' allowances and expenses	Website/Minutes 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	
Timetable of meetings (Council, any committee/subcommittee meetings and community meetings)	Website/Hard copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) <i>NB this will exclude information that is properly regarded as private to the meeting. Website/Hard copy</i>	Website/Hard copy Minutes of meetings (as above)
Reports presented to council meetings <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Website/Hard Copy
Responses to consultation papers	Minutes/Hard Copy
Responses to planning applications	Minutes/Hard Copy
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	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Website/Hard Copy
Committee and sub-committee terms of reference	N/A
Delegated authority in respect of officers	Contact Clerk Website/Hard Copy
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:	

Health and safety policy	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	Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Schedule of charges (for the publication of information)	Website/Hard Copy
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/Website
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)	website (some information may only be available by inspection)
Current information only	
Allotments / Grazing Land	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website/Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
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	Hard copy/website

Additional Information	
Annual Report	Website/Hard copy
Chair's Report Website/Hard copy	Website/Hard copy

CONTACT DETAILS:

Clerk to the Council
Penhow Community Council
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