



Information available from Brackla Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy &/or website)	
Who's who on the Council and its Committees	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Location of main Council office and accessibility details	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Staffing structure	N/A	
Class 2 – What we spend and how we spend it	(hard copy and/or website)	
Current and previous financial year as a minimum	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Annual return form and report by auditor	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Finalised budget	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Precept	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Grants given and received (Part of relevant minutes – June & December)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses (Part of relevant minutes)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet

Class 3 – What our priorities are and how we are doing	(hard copy or website)	
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	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Agendas of meetings (as above)	Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. (Will be part of relevant Minutes)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Responses to consultation papers (part of Minutes)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Responses to planning applications	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Committee and sub-committee terms of reference N/A	N/A	
Delegated authority in respect of officers (Part of Financial Regulations)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
Code of Conduct	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet

Policy statements	Hard Copy & / or website	6p per single sheet or 10p per double sided 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 & / or website	6p per single sheet or 10p per double sided sheet
Information security policy (Part of Employee Handbook)	Hard Copy	6p per single sheet or 10p per double sided sheet
Records management policies (records retention, destruction and archive)	Hard Copy	6p per single sheet or 10p per double sided sheet
Data protection policies (Part of Employee Handbook)	Hard Copy	6p per single sheet or 10p per double sided sheet
Schedule of charges)for the publication of information)	Hard Copy & / or website	6p per single sheet or 10p per double sided sheet
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; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard Copy	6p per single sheet or 10p per double sided 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)	N/A	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	

Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:	Office located @:
Jayne Jowett Clerk to Brackla Community Council PO Box 104 Bridgend CF32 9XN	Jayne Jowett Clerk to Brackla Community Council PO Box 104 Bridgend CF32 9XN
Telephone: 01656 767072	Fax: 01656 767072
e-mail: clerk@bracklacommunitycouncil.gov.uk	Website: www.bracklacommunitycouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 6p per A4 sheet (black & white) OR 10p per double sided A4 sheet	Actual cost * Cost of each copy charged by lease company is 0.390p Paper average cost is 0.02p per sheet Clerks time is 0.25p per minute.
	Photocopying @ ..p per sheet (colour) N/A	Actual cost N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	

* the actual cost incurred by the public authority

Adopted on: 11/12/08

Minute Reference: 11/12/08 Item 233.1

Signed:

Cllr. J Spanswick

Chair of Brackla Community Council