

# Magor with Undy Community Council

## Publication Scheme

The following information is available from Magor with Undy Community Council under the model publication scheme:

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
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
<p><b>Class 2 – What we spend and how we spend it</b> (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>	
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy
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
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Community Plan (current and previous year as a minimum)	Website
Local charters drawn up in accordance with WAG, OVV & WLGA guidelines	N/A
<b>Class 4 – How we make decisions</b>	

(Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website/Hard copy
Agendas of meetings (as above)	Website/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.	Website/Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Minutes/Hard Copy
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (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 Website Hard Copy
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)	Website/Hard Copy  Website/Hard Copy  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

<b>Class 6 – Lists and Registers</b>	(hard copy or 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)	Hard copy
Assets Register	Hard copy
Register of members' interests	Hard copy/Website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> (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	Website
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 Allotments
<b>Additional Information</b>	
Annual Report 2019/2020	Website/Hard copy

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