

**Information available from MAGOR WITH UNDY Community Council under the model publication scheme**

| Information to be published                                                                                                                                                   | How the information can be obtained      | Cost                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <p><b>Class1 - Who we are and what we do</b><br/>           (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>Website<br/>           Hard copy</p>  | <p>Free<br/>           10p per sheet</p> |
| <p>Who's who on the Council and its Committees</p>                                                                                                                            | <p>Web site<br/>           Hard copy</p> | <p>Free<br/>           10p per sheet</p> |
| <p>Contact details for Clerk and Council members</p>                                                                                                                          | <p>Web site<br/>           Hard copy</p> | <p>Free<br/>           10p per sheet</p> |

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| Location of main Council office and accessibility details                                                                                                                                                                                 | Web site<br>Hard copy | Free<br>10p per sheet |
| Staffing structure                                                                                                                                                                                                                        | N/A                   |                       |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | Hard copy             | 10p per sheet         |
| Annual return form and report by auditor                                                                                                                                                                                                  | Hard Copy             | 10p per sheet         |
| Finalised budget                                                                                                                                                                                                                          | Hard copy             | 10p per sheet         |
| Precept                                                                                                                                                                                                                                   | Hard Copy             | 10p per sheet         |
| Borrowing Approval letter                                                                                                                                                                                                                 | N/A                   |                       |
| Financial Standing Orders and Regulations                                                                                                                                                                                                 | Hard copy             | 10 p per sheet        |
| Grants given and received                                                                                                                                                                                                                 | Hard Copy             | 10p per sheet         |
| List of current contracts awarded and value of contract                                                                                                                                                                                   | Hard Copy             | 10p per sheet         |
| Members' allowances and expenses                                                                                                                                                                                                          | N/A                   |                       |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)                                                                                          |                       |                       |

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|                                                                                                                                                      |                       |                       |
| Community Plan (current and previous year as a minimum)                                                                                              | N/A                   |                       |
| Local charters drawn up in accordance with WAG, OVW & WLGA guidelines                                                                                | N/A                   |                       |
|                                                                                                                                                      |                       |                       |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | Hard copy             | 10p per sheet         |
| Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)                                                         | Web site<br>Hard copy | Free<br>10p per sheet |
| Agendas of meetings (as above)                                                                                                                       | Web site<br>Hard copy | Free<br>10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                               | Website<br>Hard copy  | Free<br>10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                        | Hard Copy             | 10p per sheet         |
| Responses to consultation papers                                                                                                                     | Hard Copy             | 10p per sheet         |
| Responses to planning applications                                                                                                                   | Web site<br>Hard copy | Free<br>10p per sheet |
| Bye-laws                                                                                                                                             | N/A                   |                       |
|                                                                                                                                                      |                       |                       |

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| <p><b>Class 5 – Our policies and procedures</b><br/> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>                                                                                                                         |                                                                              |                                                                                                  |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/> Committee and sub-committee terms of reference<br/> Delegated authority in respect of officers<br/> Code of Conduct<br/> Policy statements</p>                                                                  | <p>Hard copy<br/> Hard copy<br/> Hard copy<br/> Hard copy<br/> Hard copy</p> | <p>10p per sheet<br/> 10p per sheet<br/> 10p per sheet<br/> 10p per sheet<br/> 10p per sheet</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy<br/> Policies and procedures for handling requests for information<br/> Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy<br/> Hard Copy<br/> Hard copy</p>                               | <p>10p per sheet<br/> 10p per sheet<br/> 10p per sheet</p>                                       |
| <p>Information security policy</p>                                                                                                                                                                                                                                                                                     | <p>Hard copy</p>                                                             | <p>10p per sheet</p>                                                                             |
| <p>Records management policies (records retention, destruction and archive)</p>                                                                                                                                                                                                                                        | <p>Hard copy</p>                                                             | <p>10p per sheet</p>                                                                             |
| <p>Schedule of charges ) for the publication of information)</p>                                                                                                                                                                                                                                                       | <p>Hard copy</p>                                                             | <p>10p per sheet</p>                                                                             |

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| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only                                                                                                                | (hard copy or some information may only be available by inspection)                | 10p per sheet                            |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                   | Hard copy                                                                          | 10p per sheet                            |
| Assets Register                                                                                                                                                                                      | Hard Copy                                                                          | 10p per sheet                            |
| Register of members' interests                                                                                                                                                                       | Hard copy                                                                          |                                          |
| Register of gifts and hospitality                                                                                                                                                                    | N/A                                                                                |                                          |
|                                                                                                                                                                                                      |                                                                                    |                                          |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | website<br><br>some information may only be available by inspection)<br>Newsletter | Free<br><br>Distributed to all residents |
| Allotments                                                                                                                                                                                           | Hard Copy                                                                          | 10p per sheet                            |
| Burial grounds and closed churchyards                                                                                                                                                                | N/A                                                                                |                                          |
| Community centres and village halls                                                                                                                                                                  | N/A                                                                                |                                          |
| Parks, playing fields and recreational facilities                                                                                                                                                    | Hard copy                                                                          | 10p per sheet                            |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                 | Hard Copy                                                                          | 10p per sheet                            |
| Bus shelters                                                                                                                                                                                         | Hard Copy                                                                          | 10 per sheet                             |

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| 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<br>Allotments | 10 p per<br>sheet |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | N/A                     |                   |
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## SCHEDULE OF CHARGES

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                             | <b>BASIS OF CHARGE</b>                                                 |
|--------------------------|------------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 0.10p per sheet (black & white) | Actual cost *                                                          |
|                          | Photocopying @ 0.15p per sheet (colour)        | Actual cost                                                            |
|                          |                                                |                                                                        |
|                          | Postage (current rate at time of request)      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |                                                |                                                                        |
| <b>Statutory Fee</b>     |                                                | In accordance with the relevant legislation (quote the actual statute) |
|                          |                                                |                                                                        |
| <b>Other</b>             |                                                |                                                                        |
|                          |                                                |                                                                        |

\* the actual cost incurred by the public authority