

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	Photocopying and postage
Who's who on the Council and its Committees	Website Hard copy	Photocopying and postage
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Photocopying and postage
Location of main Council office and accessibility details	Website Hard copy	Photocopying and postage
<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) Current and previous financial year as a minimum	(hard copy or website)	Photocopying and postage
Annual return form and report by auditor	Hard copy	Photocopying and postage
Finalised budget	Hard copy and website (in minutes)	Photocopying and postage
Precept	Hard copy or e-mail	Photocopying and postage
Financial Standing Orders and Regulations	Hard copy and website	Photocopying and postage
Grants given and received	Hard copy and website (minutes)	Photocopying and postage
List of current contracts awarded and value of contract	Hard copy or e-mail	Photocopying and postage
Members' allowances and expenses	Hard copy or e-mail	Photocopying and postage

<b>Class 3</b> – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Photocopying and postage
<b>Class 4</b> – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy	Photocopying and postage
Timetable of meetings	Website Hard copy	Photocopying and postage
Agendas of meetings (as above)	Website Hard copy	Photocopying and postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	Photocopying and postage
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or e-mail	Photocopying and postage
Responses to consultation papers	Hard copy or e-mail	Photocopying and postage
Responses to planning applications	Hard copy or e-mail	Photocopying and postage

Bye laws	Hard copy or e-mail	Photocopying and postage
<b>Class 5</b> – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	Photocopying and postage
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 or website	Photocopying and postage
Policies and procedures for the provision of services and about the employment of staff (where available) Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website	Photocopying and postage
<b>Class 6</b> – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	Photocopying and postage

Assets Register	Hard copy or e-mail	Photocopying and postage
Register of members' interests.	Hard copy or website	Photocopying and postage
Register of gifts and hospitality.	Hard copy or e-mail	Photocopying and postage
<b>Class 7</b> – 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 or website	Photocopying and postage
Parks, playing fields and recreational facilities (inspection reports etc)	Hard copy or e-mail	Photocopying and postage
Seating, litter bins, clocks, memorials and lighting.	Hard copy or e-mail	Photocopying and postage

Bus shelters.	Hard copy or e-mail	Photocopying and postage
Additional Information This will provide Council with the opportunity to publish information that is not itemised in the lists above	Hard copy or e-mail	Photocopying and postage
Welsh Language Policy	Hard copy	Photocopying and postage

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

Photocopying @ 5p per sheet (black & white) estimated cost

Photocopying @ 50 p per sheet (colour) estimated cost

Postage Actual cost of Royal Mail standard 2nd class

Statutory Fee In accordance with the relevant legislation (quote the actual statute)