

Raglan Community Council

Publication scheme

Model publication scheme

Information to be published

Who we are and what we do

(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.

Who's who on the Council and its Committees

Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))

Location of main Council office and accessibility details

Staffing structure

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

How the information can be obtained

(hard copy and/or website)

Raglan Community Council

Clerk's office address below
Clerk and contractors

All budgets are set out in the clerks report submitted to councils finance meetings in December and January every year

Cost

£00.50 per sheet
one side

| | | |
|---|--|---|
| Finalised budget | Published in the council minutes | £00.50 per sheet one side |
| Precept | Published in the council minutes | £00.50 per sheet one side |
| Borrowing Approval letter | No loans taken out by council | |
| Financial Standing Orders and Regulations | Published in February 2015 | £00.50 per sheet one side |
| Grants given and received | If the applicant completes the grant application form | |
| List of current contracts awarded and value of contract | Members contacts on local notice boards | |
| Members' allowances and expenses | Members only claim when a claim form is completed and signed | |
| What our priorities are and how we are doing | | |
| (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | £00.50 per sheet one side |
| Parish Plan (current and previous year as a minimum) | No plan published at this time | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | The annual meeting is published in June every year | £5.00 for a stand report up to six pages plus any postage |
| Quality status | | |
| Local charters drawn up in accordance with DCLG guidelines | Charter with the Local Planning Authority | |
| How we make decisions | | |
| (Decision making processes and records of decisions) | All decision are proposed and | £00.50 per sheet |

| | | |
|---|---|------------------------------|
| Current and previous council year as a minimum | resolved | one side |
| Timetable of meetings | Meetings are published in line with the LGA Act | |
| Agendas of meetings | Agendas are published in line with the LGA Act | |
| Minutes of meetings - this will exclude information that is properly regarded as private to the meeting. | | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | All reports are published in the minutes following the report is submitted to council members | £00.50 per sheet one side |
| Responses to consultation papers | Member are informed of any consultation documents | |
| Responses to planning applications | Members make a response to the planning authority | |
| Bye-laws | RCC do not have any bye-laws | |
| Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | RCC has a number of polices which are amended by council | £00.50 per sheet one side |
| 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 | | |
| 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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

Retained in the clerks home in filing cabinets

Lists and Registers

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)

Assets Register

Register is retained by the clerk

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)

Register of members' interests

Members are provided with a register to complete

Register of gifts and hospitality

Members are provided with a register to complete

The services we offer

Current information only

Allotments

Sublet to allotment individuals

Parks, playing fields and recreational facilities

Councils retain ownership

Seating, litter bins, memorials and lighting

Councils retain ownership

Bus shelters

None

Markets

None

Public conveniences

Councils retained ownership &
sold building

Agency agreements

None

A summary of services for which the council is entitled to recover a fee, together with those fees

The council make a charge for
the use of electricity at the
MUGA

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

**Raglan Community Council,
Ty-Nant,
Old Trap Road,
Gilwern,
Monmouthshire,
NP7 0HW**

Tel: 01873 832017

Email: raglanclerk@aol.com

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 @ 50.p per sheet (black & white) | £00.50 p per sheet one side plus any postage |
| | Photocopying @ 1.05.p per sheet (colour) | £1.05 p per sheet one side plus any postage |
| | Postage | Actual cost of Royal Mail standard 2 nd class and the size and weight of any package |
| Statutory Fee | Any staff time incurred for the collection of information will be charged at £25.00 per hour or any part of an hour. | In accordance with the relevant legislation |