



Information available from Coedpoeth Community Council under the model publication scheme

Information to be published	How the Information Can Be Obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Contact the Clerk: Email: clerk@coedpoethcommunitycouncil.gov.wales Phone: 01978 756890 By appointment	10p photocopy Per sheet Postage as required Any legal costs accrued
Who's who on the Council and its Committees	Website Contact Clerk	Free
Contact details for Community Council Clerk and Council members	Website Contact Clerk	Free
Location of main Council office and accessibility details	Old Carnegie Library, Park Road, Coedpoeth, LL11 3TD Tel: 01978 756890	Free
Staffing structure	Clerk – appointment only	Free
Class 2 – 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	Website Clerk	Free 10p photocopy per sheet. Postage as required
Annual return form and report by auditor	Hard Copy – Contact Clerk	£1.00

Finalised budget	Hard copy - contact Clerk Website	10p per page Free
Precept	Hard copy - contact Clerk Minutes on Website	10p per page Free
Borrowing Approval letter	Hard copy - contact Clerk	10p per page
Financial Standing Orders and Regulations	Hard copy - contact Clerk Website	10p per page Free
Grants given and received	Council Minutes Contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy - contact Clerk	10p per page
Members' allowances and expenses	Hard copy - contact Clerk Website	10p per page Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous council year as a minimum		
Community Plan (current and previous year as a minimum)	Not Available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy - Contact Clerk Website	10p per page Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy - Contact Clerk Website	10p per page Free
Agendas of meetings (as above)	Hard copy - Contact Clerk Website	10p per page Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact Clerk Website	10p per page Free

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy - Contact Clerk Website	10p per page Free
Responses to consultation papers	Hard copy - contact Clerk Minutes on Website	10p per page Free
Responses to planning applications	Hard copy - contact Clerk Minutes on Website	10p per page Free
Bye-laws	Not applicable	
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Standing Order Financial Regulations Committee and sub-committee terms of reference Code of Conduct Modern Slavery and Human Trafficking Policy Environment and Sustainability Policy Email Policy Equality and Diversity Policy Data Protection Policy Social Media Policy Complaints Policy	Hard copy - contact Clerk Website	10p per page Free
Policies and procedures for the provision of services and about the employment of staff: Equality and Diversity Policy Health and Safety Policy Policy for unacceptable behaviour by individual Disciplinary Policy – Draft Whistleblowing and Confidential Reporting Policy	Hard copy - contact Clerk Some policies being implemented Website	10p per page Free

Carers Leave Policy Flexible Working Policy – DRAFT Paternity Leave Policy		
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)		
Data protection policies	Contact Clerk Hard copy - contact Clerk Website	10p per page
Schedule of charges (for the publication of information)	Contact Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list	Contact Clerk	
Assets Register	Hard copy - contact Clerk Website	10p per page
Register of members' interests	Contact Clerk	10p per page
Register of gifts and hospitality	Contact Clerk	10p per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Some information may only be available by inspection	
Cemetery Information	Hard copy - contact Clerk Website Noticeboards	10p per page Free
Parish Hall	Hard copy - contact Clerk Website Noticeboards	10p per page Free
Snooker Hall	Hard copy - contact Clerk	10p per page

	Website Noticeboards	Free
Old Library	Hard copy - contact Clerk Website Noticeboards	
Play Areas	Contact Clerk Website	Free
Play Scheme	Contact Clerk Website	Free
School Crossing	Contact Clerk Website	Free

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