

# Information available from Risca Town 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> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>FREE</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>FREE</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>FREE</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>FREE</p>
<p>Staffing structure</p>	<p>N/A</p>	
<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>	<p>Hard Copy and/or website</p>	
<p>Annual return form and report by auditor</p>	<p>Hard Copy Contact Clerk</p>	<p>10p per A4 sheet</p>

Finalised budget	Hard Copy Contact Clerk	10p per A4 sheet
Precept	In minutes on website or hard copy – Contact Clerk	10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk	10p per A4 sheet
Grants given and received	In minutes on website or hard copy – contact clerk	FREE
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	FREE
Members' allowances and expenses	In minutes on website or hard copy – contact clerk	FREE
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Notice board, hard copy and/or website	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Website or hard copy – contact Clerk	FREE
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website & External Notice Board Hard Copy – Contact Clerk	FREE
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website, external notice board & hard copy	FREE
Agendas of meetings (as above)	Website, external notice board & hard copy	FREE
Minutes of meetings (as above)	Website, external notice board & hard copy	FREE
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	10p per A4 sheet
Responses to consultation papers	Hard Copy – Contact Clerk	FREE
Responses to planning applications	In minutes on website, hard copy – contact Clerk	FREE

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	Hard copy or website – contact Clerk	
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 – contact Clerk	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	10p per A4 sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy – contact Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – Contact Clerk	FREE
Assets Register	Hard Copy – Contact Clerk	FREE
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Currently N/A – to be reviewed	FREE
Register of members' interests	In minutes on website, hard copy – contact Clerk	FREE
Register of gifts and hospitality	Hard copy – contact Clerk	FREE
<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)	Newsletter, Website, Notice Board	FREE
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	

Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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 (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority