



Information available from Langstone Community/Town Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (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>	(hard copy and/or website)
Who's who on the Council and its Committees	
Contact details for 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	

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)
Annual return form and report by auditor	
Finalised budget	
Precept	
Financial Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)
Community Plan	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>		
<p>Agendas of meetings (as above)</p>		
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>		
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>		
<p>Responses to consultation papers</p>		
<p>Responses to planning applications</p>		
<p>Bye-laws</p>		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>		

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>		
<p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		
<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Parks, playing fields and recreational facilities</p>		
<p>Seating, litter bins, memorials</p>		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

CONTACT DETAILS

Clerk: Heather Jones
Tel: 01633 415393
Email: clerk@langstonecommunitycouncil.org.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Other

* the actual cost incurred by the public authority