

Information available from Manafon Community Council under the model publication scheme

Contact details:

Lorraine Stanton, Clerk/RFO to the Council
 Green Acres, The Green, Manafon, Welshpool, Powys, SY21 8BJ
 Tel no 01686 651112
 Email clerk@manafoncommunitycouncil.co.uk

Contact details for Councillors:

Website and notice board

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 * 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class **
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		The basic charges above includes all costs as specified below for paper, postage, copying costs etc. but does not include the Clerk's time; where applicable and depending on the information request there may be a charge and a charge will apply specifically for appointments with the Clerk, this will be charged at £12.50 per hour or part thereof with a minimum 15 minutes chargeable.

* the actual cost incurred by the public authority

** unless urgency dictates different class of postage

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Information to be published	How the information can be obtained	Cost
<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>For all sections Hard copy – Contact Clerk Website – www.manafoncommunitycouncil.co.uk By email – Contact Clerk</p>	<p>10p/ sheet +postage (p) Free Free</p>
Who’s who on the Council and its Committees	Hard Copy Website Notice Board	10p/sheet +p Free Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address if used, NB some Councillors do not have email addresses)	Hard Copy Website Notice Boards	10p/sheet +p Free Free
Location of main Council office and accessibility details	The council does not have an office, clerk’s contact details are via the website and notice board. Council meetings are held at the Village Hall New Mills	
Staffing structure	Currently 1 p/t staff, the Clerk/RFO, contact details via website and notice board	
<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>	<p>Hard Copy Website Notice Board Minutes</p> <p>NB the council uses the model standing orders as supplied by One Voice Wales</p>	<p>10p/sheet +p Free Free Free</p>

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Annual return form and report by auditor	Hard Copy Website Notice Board By email	10p/sheet +p Free Free Free
Finalised budget / Precept	Hard Copy Website / Minutes By email	10p/sheet +p Free Free
Expenditure & Income summary	Hard Copy By email Website / Minutes	10p/sheet +p Free Free
Financial Regulations	Hard Copy Website By email	10p/sheet +p Free Free
Grants given and received	Hard Copy Website / Minutes By email	10p/sheet +p Free Free
Borrowing Approval letter	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard Copy Website By email	10p/sheet +p Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy Website By email	10p/sheet +p Free Free
Community Plan (current and previous year as a minimum)	No plan in place	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	No charter in place directly	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Via regular council meetings and minutes	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy By email	10p/sheet +p Free

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	Website Notice Boards	Free Free
Agendas of meetings (as above)	Hard Copy By email Website Notice Boards	10p/sheet +p Free Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy By email Website Extracts via Manafon Messenger	10p/sheet +p Free Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy By email Website Notice Board (where deemed applicable)	10p/sheet +p Free Free Free
Responses to consultation papers	As Above	As Above
Responses to planning applications	As Above	As Above
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities, where applicable. Current information only	NB the council uses the model standing orders as supplied by One Voice Wales Hard Copy By email Website	 10p/sheet +p Free Free
Policies and procedures for the conduct of council business where applicable: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy By email Website	10p/sheet +p Free Free

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<p>Policies and procedures for the provision of services and about the employment of staff where applicable:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy</p> <p>By email</p> <p>Website</p>	<p>10p/sheet +p</p> <p>Free</p> <p>Free</p>
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy, website, (some information may only be available by inspection)</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<p>Hard Copy</p> <p>By email</p> <p>Website</p>	<p>10p/sheet +p</p> <p>Free</p> <p>Free</p>
Assets Register	<p>Hard Copy</p> <p>By email</p> <p>Website</p>	<p>10p/sheet +p</p> <p>Free</p> <p>Free</p>
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)		
Register of members' interests (Declarations of interest noted in minutes where applicable)	<p>Hard Copy</p> <p>By email</p> <p>Website</p> <p>Minutes</p>	<p>10p/sheet +p</p> <p>Free</p> <p>Free</p>
Register of gifts and hospitality	<p>Hard Copy</p> <p>By email</p> <p>Website</p>	<p>10p/sheet +p</p> <p>Free</p> <p>Free</p>

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy – (some information may only be available by inspection)</p>	
Allotments	N/A	
Burial grounds and Church yards,	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	
<p>Additional Information</p>		