

## Information available from Monmouth 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><b>This will be current information only</b></p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Council Office	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Notice Board/ Council Office	
Location of main Council office and accessibility details	Market Hall, Priory Street Monmouth	
Staffing structure	Council Office	

<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><b>Current and previous financial year as a minimum</b></p>		
Annual return form and report by auditor	Council Office	
Finalised budget	Press Release/ Council Officer	
Precept	County Council Leaflet/ Council Office	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Council Office	
Grants given and received	Council Office	
List of current contracts awarded and value of contract	Council Office	
Members' allowances and expenses	Council Office	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Not applicable in Wales	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Press Release	
Quality status	Not applicable in Wales	
Local charters drawn up in accordance with DCLG guidelines	Council Office	

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

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities) <b>Current information only</b></p>		
<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>Council Office</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>Council Office</p>	
<p>Information security policy</p>	<p>Council Office</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Council Office</p>	
<p>Data protection policies</p>	<p>Council Office</p>	
<p>Schedule of charges )for the publication of information)</p>		

<b>Class 6 – Lists and Registers</b>	(some information may only be available by appointment to inspect)	
<b>Currently maintained lists and registers only</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Council Office	
Assets Register	Council Office	
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)	Council Office	
Register of members' interests	Council Office	
Register of gifts and hospitality	Council Office	
<b>Class 7 – The services we offer</b>	(some information may only be available by appointment to inspect)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<b>Current information only</b>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Council Office	
Seating, litter bins, clocks, memorials and lighting	Council Office	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Council Office	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Monmouth Town Council  
Market Hall  
Priory Street  
Monmouth  
NP25 3XA**

**Telephone: 01600 715662**

**Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)**

**Proper Officer          Sarah Robson          Town Clerk**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		To be notified in advance

\* the actual cost incurred by the public authority