

## Information available from Montgomery Community/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>(hard copy and/or website) Via website <a href="http://www.montgomery-wales.co.uk">www.montgomery-wales.co.uk</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Website as above</p>	
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website as above NB some individual councillors do not have email addresses</p>	
<p>Location of main Council office and accessibility details</p>	<p>The council does not have an office, clerk's details via the website. Council meetings are held at the Town Hall Montgomery</p>	
<p>Staffing structure</p>	<p>Currently 2 p/t staff, the Clerk and Town Hall Caretaker. Clerk details via website, Caretaker contact details via public noticeboards in Montgomery</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>	Current precept details available as hard copy in the minutes of the relevant meeting (available at the Library) and on the website	
Annual return form and report by auditor	Notice posted in the main Town Notice Board. Copies available on request from the clerk	
Finalised budget	Via the minutes, as above	
Precept	Via the minutes, as above	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available for inspection by appointment with the clerk. NB the council uses the model standing orders as supplied by One Voice Wales	
Grants given and received	Via the minutes, as above	
List of current contracts awarded and value of contract	Via the minutes, as above	
Members' allowances and expenses	Via the minutes, as above	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website) Via the minutes, as above	
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, although Montgomery forms part of the N Powys area committee of OVW which negotiates charters	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Via the minutes, as above	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Announced at the AGM, and published in the AGM minutes	
Agendas of meetings (as above)	On the public noticeboard at Montgomery	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Via the minutes, as above	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Via the minutes, as above	
Responses to consultation papers	Via the minutes, as above	
Responses to planning applications	Via the minutes, as above	
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) Policies available in hard copy from the clerk	
Policies and procedures for the conduct of council business:	Standing orders available for inspection via the clerk.	

Procedural standing orders Committee and sub-committee terms of reference  Delegated authority in respect of officers Code of Conduct Policy statements	Decisions made around delegated powers in the relevant minutes of meetings, as above	
Policies and procedures for the provision of services and about the employment of staff:  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)	Complaints procedure available from the clerk, other policies in development at present	
Information security policy	These are in development at present	
Records management policies (records retention, destruction and archive)	These are in development at present	
Data protection policies	These are in development at present	
Schedule of charges (for the publication of information)	These are in development at present	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		

Assets Register	Via the minutes as above	
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)	By request to the clerk	
Register of members' interests	By request to the clerk	
Register of gifts and hospitality	By request to the clerk (none recorded / received in past 5 years)	
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Via the minutes as above	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Booking via the website. Decisions via minutes of town hall committee meetings	
Parks, playing fields and recreational facilities	Via the minutes as above	
Seating, litter bins, clocks, memorials and lighting	Via the minutes as above	
Bus shelters	N/A	
Markets	Via the minutes as above	
Public conveniences	Via the minutes as above	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg 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		

**Contact details:**  
**[townclerk.monty@btinternet.com](mailto:townclerk.monty@btinternet.com)**

## 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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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 (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority