

**INFORMATION AVAILABLE FROM Mathern Community Council
UNDER THE MODEL PUBLICATION SCHEME
(Updated Mathern C C Records April 2019)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>CLASS 1 – WHO WE ARE AND WHAT WE DO</p> <p>This will be current information only</p>	<p>Contact the Clerk and or/ Councillors Website Community Noticeboards</p>	
<p>Who's who on the council Contact details for Clerk and Council members</p>	<p>WEBSITE (MathernCC@googlemail.com) VILLAGE NOTICEBOARDS COPY FROM CLERK</p>	<p>20p Sheet</p>
<p>Location of Clerk's Address (Council office) and accessibility details</p>	<p>"</p>	<p>"</p>
<p>Staffing Structure</p>	<p>One part time Clerk</p>	
<p>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</p> <p>Current and previous financial year</p>	<p>Information from the Clerk</p>	
<p>Annual return form and report by auditor – Hard Copies only no email</p>	<p>COPY FROM CLERK</p>	<p>20p Sheet</p>
<p>Finalised budget</p>	<p>"</p>	<p>"</p>
<p>Precept</p>	<p>"</p>	<p>"</p>
<p>Borrowing approval letter</p>	<p>N/A</p>	<p>N/A</p>
<p>Financial Standing Orders and regulations</p>	<p>COPY FROM CLERK</p>	<p>20p Sheet</p>
<p>Grants given and received</p>	<p>"</p>	<p>"</p>
<p>List of current contracts awarded and value of contract</p>	<p>"</p>	<p>"</p>
<p>Members allowances and expenses</p>	<p>From Clerk</p>	<p>N/A</p>

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Parish Plan Current and previous year as minimum	N/A	
Annual Report to Community Meeting (Current and previous year as minimum)	Clerk	
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	N/A	
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)	APPROVED MINUTES HARD COPY AND WEBSITE	20p Sheet
Timetable of meetings	Clerk and Website	‘‘
Agendas of meetings	Clerk and Website	‘‘
Minutes of meetings (This will exclude information that is properly regarded as private to the meeting)	Clerk and Website	‘‘
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)	Clerk	‘‘
Responses to consultation papers	Clerk	‘‘
Responses to planning applications	Minutes and Website MCC Planning Website	‘‘
Bye-laws	N/a	‘‘
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)	Available form 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 others	Copy from Clerk	20P Sheet

Code of conduct Policy statements		
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 this publication scheme)	N/a under 5 employees	
Information security policy	DON'T HOLD INFO – ONLY ELECTORAL REGISTER	
Records management policies (records retention, destruction and archive)	Archives held at County Records Office	
Data protection policies	We operate policy in accordance with Data Protection Act 1998	
Schedule of charges (for publication of information)		
CLASS 6 – Lists and Registers Currently maintained lists and registers only	ONLY ELECTORAL REGISTER	
Assets register	Clerk	20p Sheet
Disclosure log (Indicating the information that has been provided to requests)	N/A	
Register of Member's interests	Clerk and Minutes	20p Sheet
Register of gifts and hospitality	Clerk and Minutes	
CLASS 7 – THE SERVICES WE OFFER		
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		
Bus shelters		
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	
ADDITIONAL INFORMATION	N/A	
We reserve the right to ensure that all information is provided within 60 days of the original request.		

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