

## Information available from Builth Wells Town Council under the model publication scheme. Adopted 7<sup>th</sup> January 2020

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>NB: - Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	Black and white. 5p. Colour 20p. Per-Sheet.
<p>Who's who on the Council and its Committees</p>	hard copy and/or website	Black and white. 5p. Colour 20p. per Sheet.
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet.

Location of main Council office and accessibility details	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
Staffing structure	hard copy	Black and white. 5p. Colour 20p. Per Sheet
		Black and white. 5p. Colour 20p. Per Sheet
<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>	(hard copy and/or website)	Black and white. 5p. Colour 20p. Per Sheet

Annual return form and report by auditor	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
Finalised budget	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
Precept	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet

Grants given and received	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
List of current contracts awarded and value of contract	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Members' allowances and expenses	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
		Black and white. 5p. Colour 20p. Per Sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Black and white. 5p. Colour 20p. Per Sheet
Parish Plan (current and previous year as a minimum)	hard copy and/or website	N/A
Annual Report to Community Meeting (current and previous year as a minimum)	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Local charters drawn up in accordance with DCLG guidelines	hard copy	Black and white. 5p. Colour 20p. Per Sheet
		Black and white. 5p. Colour 20p. Per Sheet

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	Black and white. 5p. Colour 20p. Per Sheet
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
<p>Agendas of meetings (as above)</p>	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet

Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Responses to consultation papers	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Responses to planning applications	hard copy	N/A
Byelaws	hard copy	Black and white. 5p. Colour 20p. Per Sheet
<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)	Black and white. 5p. Colour

		20p. Per Sheet
<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>	hard copy or website	Black and white. 5p. Colour 20p. Per Sheet
<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>	hard copy or website	Black and white. 5p. Colour 20p. Per Sheet
Information security policy		Black and white. 5p. Colour 20p. Per Sheet

Records management policies (records retention, destruction and archive)	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Data protection policies	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
Schedule of charges) for the publication of information)	hard copy	Black and white. 5p. Colour 20p. Per Sheet
<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)	Black and white. 5p. Colour 20p. Per Sheet

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Assets Register	hard copy and/or website	Black and white. 5p. Colour 20p. Per Sheet
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)	hard copy	N/A
Register of members' interests	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Register of gifts and hospitality	hard copy	Black and white. 5p. Colour 20p. Per Sheet

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website;        some information may only be available by inspection)</p>	<p>Black and white.        5p.        Colour        20p. Per Sheet</p>
<p>Burial grounds and closed churchyards</p>	<p>N/a</p>	
<p>Community centres and village halls (Town Hall)</p>	<p>hard copy</p>	<p>Black and white.        5p.        Colour        20p. Per Sheet</p>
<p>Parks, playing fields and recreational facilities</p>	<p>hard copy</p>	<p>Black and white.        5p.        Colour        20p. Per Sheet</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>hard copy</p>	<p>Black and white.        5p.        Colour</p>

		20p. Per Sheet
Bus shelters	N/A	N/A
Markets	N/A	
Public conveniences	hard copy	Black and white. 5p. Colour 20p. Per Sheet
Agency agreements	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees.	hard copy	Black and white. 5p. Colour 20p. Per Sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**The Town Clerk, Bulth Wells Town Council  
The Town Hall, Bulth Wells,  
LD2 3AA**

**Email: [bulthwellstowncouncil@btconnect.com](mailto:bulthwellstowncouncil@btconnect.com)**

**Telephone: 01982 551568**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage Standard 2 <sup>nd</sup> class postage rates	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Freedom of information act 2000.	Section 9 of the FOI Act allows the LGA to charge a fee for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests.

<b>Other</b>	Staff time in searching if time taken is over 1 hour	£10,00 per hour or part. Contribution towards hourly rate of clerk.

\* the actual cost incurred by the public authority