



## Chepstow Town Council Publication Scheme

### Information available from Chepstow Town Council under the model publication scheme

(Please note that the website is under construction therefore if the document is unavailable please contact [admin@chepstow.co.uk](mailto:admin@chepstow.co.uk) or telephone 01291 626370 – 1.4.21)

| Information to be published   | How the information can be obtained   | Cost      |
|---|---------------------------------------|-----------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) - current information only |                                       |           |
| Who's who on the Council and its Committees   | Website<br>Hard copy – contact office | No Charge |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))      | Website<br>Hard copy – contact office | No Charge |
| Location of main Council office and accessibility details   | Website<br>Hard copy – contact office | No Charge |
| Staffing structure  | Website<br>Hard copy – contact office | No Charge |

| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - Current and previous financial year as a minimum |   |           |
|--|---|-----------|
| Annual return form and report by auditor   | Website<br>Hard copy – contact office             | No Charge |
| Finalised budget   | Website<br>Hard copy – contact office             | No Charge |
| Precept  | Website<br>Hard copy – contact office             | No Charge |
| Borrowing Approval letter  | Hard copy – contact office                        | No Charge |
| Financial Standing Orders and Regulations  | Website<br>Hard copy – contact office             | No Charge |
| Grants given and received  | Website via minutes<br>Hard copy – contact office | No Charge |
| List of current contracts awarded and value of contract  | Website<br>Hard copy – contact office             | No Charge |
| Members’ allowances and expenses   | Website<br>Hard copy – contact office             | No Charge |

| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
|--|--|--|
| Town Plan (current and previous year as a minimum)   | No information held                          |  |
| Annual Report to Town or Community Meeting (current and previous year as a minimum)  | No information held – not mandatory in Wales |  |
| Quality status   | N/A until May 2022                           |  |
| Local charters drawn up in accordance with DCLG guidelines   | No information held                          |  |

| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions) Current and previous council year as a minimum |  |           |
|---|--|-----------|
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website<br>Hard copy – contact office            | No Charge |
| Agendas of meetings (as above)  | Website<br>Hard copy – contact office            | No Charge |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.                        | Website<br>Hard copy – contact office            | No Charge |
| Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.                 | Website<br>Hard copy – contact Clerk             | No Charge |
| Responses to consultation papers  | Website via minutes<br>Hard copy – contact Clerk | No Charge |
| Responses to planning applications  | Website via minutes<br>Hard copy – contact Clerk | No Charge |
| Bye-laws  | No information held                              |           |

| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only  |  |           |
|---|--|-----------|
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul> | Website<br>Hard copy – contact Clerk<br>Hard copy – contact Clerk<br>Hard copy – contact Clerk<br>Hard copy – contact Clerk<br>Hard copy – contact Clerk | No Charge |

|  |  |                  |
|--|--|------------------|
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | <p>Website<br/>No information held<br/>Hard copy – contact Clerk<br/>Hard copy – contact Clerk<br/>Hard copy – contact Clerk<br/>Hard copy – contact Clerk<br/>Hard copy – contact Clerk</p> | <p>No Charge</p> |
| Information security policy  | <p>Website<br/>Hard copy – contact admin</p>   | <p>No Charge</p> |
| Records management policies (records retention, destruction and archive)   | <p>Website<br/>Hard copy – contact admin</p>   | <p>No Charge</p> |
| Data protection policies   | <p>Website<br/>Hard copy – contact admin</p>   | <p>No Charge</p> |
| Schedule of charges (for the publication of information)   | <p>Website<br/>Hard copy – contact Clerk</p>   | <p>No Charge</p> |

### Class 6 – Lists and Registers

Currently maintained lists and registers only

|  |   |                  |
|--|---|------------------|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               | <p>Electoral register – contact Monmouthshire County Council in first instance.</p> |                  |
| Assets Register  | <p>Hard copy – contact office</p>   | <p>No Charge</p> |
| 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) | <p>No information held</p>  |                  |
| Register of members' interests   | <p>Website<br/>Hard copy – contact office</p>                                       | <p>No Charge</p> |
| Register of gifts and hospitality  | <p>Website<br/>Hard copy – contact office</p>                                       | <p>No Charge</p> |

| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only |                                       |           |
|---|---------------------------------------|-----------|
| Allotments  | No information held                   |           |
| Burial grounds and closed churchyards   | No information held                   |           |
| Community centres and village halls: <ul style="list-style-type: none"> <li>Bulwark Community Centre</li> <li>The Drill Hall, Chepstow</li> </ul>   | Website<br>Hard copy – contact office | No Charge |
| Parks, playing fields and recreational facilities: <ul style="list-style-type: none"> <li>Summer Playscheme</li> </ul>  | Website<br>Hard copy – contact office | No Charge |
| Seating, litter bins, clocks, memorials and lighting: <ul style="list-style-type: none"> <li>Public Seats</li> <li>Litter Bins</li> <li>Dog Waste Bins</li> </ul>                                   | Website<br>Hard copy – contact office | No Charge |
| Bus shelters  | N/A                                   |           |
| Markets: <ul style="list-style-type: none"> <li>Chepstow Food and Craft Market</li> </ul>   | Website<br>Hard copy – contact admin  | No Charge |
| Public conveniences   | Website<br>Hard copy – contact admin  | No Charge |
| Agency agreements   | No information held                   |           |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)   | No information held                   |           |

**Contact details:**      **Lucy Allen, Town Clerk & Responsible Financial Officer**  
**Chepstow Town Council**  
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SCHEDULE OF CHARGES: **No charges will be made.**