



Chepstow Town Council Publication Scheme

Information available from Chepstow Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) - current information only		
Who's who on the Council and its Committees	Website 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 Hard copy – contact office	No Charge
Location of main Council office and accessibility details	Website Hard copy – contact office	No Charge
Staffing structure	Website Hard copy – contact office	No Charge

Class 2 – What we spend and how we spend it (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 Hard copy – contact office	No Charge
Finalised budget	Website Hard copy – contact office	No Charge
Precept	Website Hard copy – contact office	No Charge
Borrowing Approval letter	Hard copy – contact office	No Charge
Financial Standing Orders and Regulations	Website Hard copy – contact office	No Charge
Grants given and received	Website via minutes Hard copy – contact office	No Charge
List of current contracts awarded and value of contract	Website Hard copy – contact office	No Charge
Members’ allowances and expenses	Website Hard copy – contact office	No Charge

Class 3 – What our priorities are and how we are doing (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)	Website Hard copy – contact office	No Charge
Quality status	N/A until May 2022	
Local charters drawn up in accordance with DCLG guidelines	No information held	

Class 4 – How we make decisions (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 Hard copy – contact office	No Charge
Agendas of meetings (as above)	Website 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 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 Hard copy – contact Clerk	No Charge
Responses to consultation papers	Website via minutes Hard copy – contact Clerk	No Charge
Responses to planning applications	Website via minutes Hard copy – contact Clerk	No Charge
Bye-laws	No information held	

Class 5 – Our policies and procedures (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"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk 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"> • 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>Website No information held Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk</p>	No Charge
Information security policy	<p>Website Hard copy – contact admin</p>	No Charge
Records management policies (records retention, destruction and archive)	<p>Website Hard copy – contact admin</p>	No Charge
Data protection policies	<p>Website Hard copy – contact admin</p>	No Charge
Schedule of charges (for the publication of information)	<p>Website Hard copy – contact Clerk</p>	No Charge

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)	Electoral register – contact Monmouthshire County Council in first instance.	
Assets Register	Hard copy – contact office	No Charge
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	No information held	
Register of members' interests	<p>Website Hard copy – contact office</p>	No Charge
Register of gifts and hospitality	<p>Website Hard copy – contact office</p>	No Charge

Class 7 – The services we offer (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"> Bulwark Community Centre The Drill Hall, Chepstow 	Website Hard copy – contact office	No Charge
Parks, playing fields and recreational facilities: <ul style="list-style-type: none"> Summer Playscheme 	Website Hard copy – contact office	No Charge
Seating, litter bins, clocks, memorials and lighting: <ul style="list-style-type: none"> Public Seats Litter Bins Dog Waste Bins 	Website Hard copy – contact office	No Charge
Bus shelters	N/A	
Markets: <ul style="list-style-type: none"> Chepstow Food and Craft Market 	Website Hard copy – contact office	No Charge
Public conveniences	Website Hard copy – contact office	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
The Gatehouse, High Street,
Chepstow NP16 5LH
Email: admin@chepstow .co.uk
Telephone: 01291 626370

SCHEDULE OF CHARGES: **No charges will be made.**