

**INFORMATION AVAILABLE FROM CAERWENT COMMUNITY COUNCIL  
UNDER THE MODEL PUBLICATION SCHEME**

| INFORMATION TO BE PUBLISHED   | HOW THE INFORMATION CAN BE OBTAINED  | COST          |
|---|--|---------------|
| <b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b>                                |  |               |
| Who's who on the Council<br>Contact details for Clerk and Council members | Website – <a href="http://www.caerwentcc.com">www.caerwentcc.com</a><br>Community Noticeboards<br>Newsletter | 50p A4 Sheet  |
| Location of Clerk's Address (Council office) and accessibility details    | "  | "             |
| Staffing Structure  | N/A  | N/A           |
| <b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>                        |  |               |
| Annual return form and report by auditor                                  | Copy from Clerk  | 50p A4 Sheet  |
| Finalised budget  | N/A  |               |
| Precept   | Copy from Clerk  | 50p A4 Sheet' |
| Borrowing approval letter   | N/A  |               |
| Standing Orders and Financial Regulations                                 | Copy from Clerk  | 50p A4 Sheet  |
| Grants given and received   | "  | "             |
| List of current contracts awarded and value of contract                   | "  | "             |
|   |  |               |
|   |  |               |

| 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)  | N/A  |              |
| Quality Status   | N/A  |              |
| Local Charters drawn up in accordance with DCLG guidelines   | N/A  |              |
| <b>CLASS 4 – HOW WE MAKE DECISIONS</b><br>(Decision making processes and records of decisions)   |  | 50p A4 Sheet |
| Timetable of meetings  | Community Noticeboards/website   | "            |
| Agendas of meetings  | Community Noticeboards/website   | "            |
| Minutes of meetings (This will exclude information that is properly regarded as private to the meeting)  | Copy from Clerk<br>Website   | "            |
| Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)  | Copy from Clerk  | "            |
| Responses to consultation papers   | Copy from Clerk  | "            |
| Responses to planning applications   | From Clerk and M.C.C.s Website<br><a href="http://www.monmouthshire.gov.uk">www.monmouthshire.gov.uk</a> . | "            |
| Bye-laws   | N/A  |              |
| <b>CLASS 5 – OUR POLICIES AND PROCEDURES</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)  |  |              |
| Policies and procedures for the conduct of Council business:<br><br>Procedural Standing Orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of others | Copy from Clerk<br>N/A<br>N/A  | 50p A4 Sheet |

|  |  |                                 |
|--|--|---------------------------------|
| Code of conduct<br>Policy statements   | Copy from Clerk<br>N/A   | “                               |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and Diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating this publication scheme)<br>Risk Assessment & Management procedures<br>Unacceptable Actions of Individuals policy | N/A<br>N/A<br>Copy from Clerk<br>N/A<br>As per FOI Publication Scheme<br>Copy from Clerk<br><br>Copy from Clerk<br>Copy from Clerk | 50p per A4 sheet<br>“<br>“<br>“ |
| Information security policy  | Electoral Register   |                                 |
| Records management policies (records retention, destruction and archive)   | Copy from Clerk<br>Archives held at County Records Office  | 50p per A4 sheet                |
| Data protection policies   | We operate policy in accordance with<br>Data Protection Act 1998   |                                 |
| Schedule of charges  | as per this document   | 50p per A4 sheet                |
| <b>CLASS 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | Electoral Register   |                                 |
| Assets register  | Copy from Clerk  | 50p Sheet                       |
| Disclosure log (Indicating the information that has been provided to requests)   | N/A  |                                 |
| Register of Member’s interests   | Declarations of Interest (Book)  | 50p Sheet                       |
| Register of gifts and hospitality  | N/A  |                                 |
|  |  |                                 |

|   |                 |  |
|---|-----------------|--|
| <b>CLASS 7 – THE SERVICES WE OFFER</b>  |                 |  |
| Allotments  | N/A             |  |
| Burial grounds and closed churchyards   | N/A             |  |
| Community centres and village halls:<br>Caerwent Village Hall<br>Caerwent Community Centre                              | Info from Clerk |  |
| Parks, playing fields and recreational facilities:<br>Caerwent Playing Fields<br>Llanvair Play Area<br>Trewen Play Area | “               |  |
| Seating, litter/dog bins, memorial and xmas lighting:   | Info from Clerk |  |
| Bus shelters  | Info from Clerk |  |
| Markets   | N/A             |  |
| Public conveniences   | Info from Clerk |  |
| 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             |  |
|   |                 |  |
| <b>ADDITIONAL INFORMATION</b>   | N/A             |  |
|   |                 |  |

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