

## Information available from Porthcawl Town Council under the model publication scheme – Updated April 2019

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA</p> <p>Website where listed</p>	<p>1 x A4 Black &amp; White Copy= 10p 1 x A3 Black &amp; White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1</p> <p>Plus 2<sup>nd</sup> class postage fee.</p>
Who's who on the Council and its Committees	Hard copy & Website	For printed information as above
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & Website	For printed information as above
Location of main Council office and accessibility details	Hard copy & Website	For printed information as above
Staffing structure	Hard copy & Website	For printed information as above
<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>	<p>Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA</p> <p>Website where listed</p>	<p>1 x A4 Black &amp; White Copy= 10p 1 x A3 Black &amp; White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1</p> <p>Plus 2<sup>nd</sup> class postage fee.</p>
Annual return form and report by auditor	Hard copy	For printed information as above
Finalised budget	Hard copy	For printed information as above
Precept	Hard copy	For printed information as above
Borrowing Approval letter	Hard copy	For printed information as above

Financial Standing Orders and Regulations	Hard copy	For printed information as above
Grants given and received – (where applicable)	Hard copy	For printed information as above
List of current contracts awarded and value of contract (where applicable)	Hard copy	For printed information as above
Members' allowances and expenses	Hard copy	For printed information as above
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA  Website where listed	1 x A4 Black & White Copy= 10p 1 x A3 Black & White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1  Plus 2 <sup>nd</sup> class postage fee.
Community Plan (current and previous year as a minimum)	N/A	
Annual Report (current and previous year as a minimum)	N/A	
Local charters drawn up in accordance with WG and WLGA guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA  Website where listed	1 x A4 Black & White Copy= 10p 1 x A3 Black & White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1  Plus 2 <sup>nd</sup> class postage fee.
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy	For printed information as above
Agendas of meetings (as above)	Hard Copy & Website	For printed information as above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	For printed information as above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	For printed information as above
Responses to consultation papers	Hard Copy	For printed information as above

Responses to planning applications	Hard Copy & Website	For printed information as above
Bye-laws	Hard Copy	For printed information as above
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA</p> <p>Website where listed</p>	<p>1 x A4 Black &amp; White Copy= 10p 1 x A3 Black &amp; White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1</p> <p>Plus 2<sup>nd</sup> class postage fee.</p>
<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	For printed information as above
<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>	<p>Hard Copy</p> <p>Hard Copy – Current Vacancies on Website</p>	<p>For printed information as above</p> <p>For printed information as above</p>
Information security policy	To be produced	
Records management policies (records retention, destruction and archive)	Hard Copy	
Data protection policies	Hard Copy	
Schedule of charges (for the publication of information)	Hard Copy	For printed information as above

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Hard Copy by written request to:-</p> <p>The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA</p> <p>Website where listed.</p> <p>(some information may only be available by inspection )</p>	<p>1 x A4 Black &amp; White Copy= 10p 1 x A3 Black &amp; White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1</p> <p>Plus 2<sup>nd</sup> class postage fee.</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy</p>	<p>For printed information as above</p>
<p>Assets Register</p>	<p>Hard Copy</p>	<p>For printed information as above</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)</p>	<p>N/A</p>	
<p>Register of members' interests</p>	<p>Hard Copy</p>	<p>For printed information as above</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy</p>	<p>For printed information as above</p>
<p><b>Class 7 – The services we offer</b></p> <p>(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 by written request to:-</p> <p>The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA</p> <p>Website where listed</p>	<p>1 x A4 Black &amp; White Copy= 10p 1 x A3 Black &amp; White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1</p> <p>Plus 2<sup>nd</sup> class postage fee.</p>
<p>Allotments</p>	<p>Hard Copy</p>	<p>For printed information as above</p>

Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy	For printed information as above
Seating, litter bins, clocks, memorials and lighting	Hard Copy	For printed information as above
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy	For printed information as above
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	For printed information as above
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard copy by written request to:- The Town Clerk 16 – 18 Mary Street Porthcawl CF36 3YA  Website where listed	1 x A4 Black & White Copy= 10p 1 x A3 Black & White Copy = 30p 1 x A4 Colour Copy = 50p 1 x A3 Colour Copy = £1  Plus 2 <sup>nd</sup> class postage fee.
Any information relating to Town Council community projects	Hard Copy	For printed information as above

**Contact details:**

Mrs S Watkins  
Interim Town Clerk  
Porthcawl Town Council  
16 – 18 Mary Street  
Porthcawl  
CF36 3YA

Tel: 01656 782215  
E-Mail: [sarah.watkins@bridgend.gov.uk](mailto:sarah.watkins@bridgend.gov.uk)  
Website: [www.porthcawltowncouncil.co.uk](http://www.porthcawltowncouncil.co.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Cost of use for public to use photocopier
	Photocopying @ 30p per A4 sheet (black & white)	Cost of use for public to use photocopier
	Photocopying @£1 per A3 sheet (colour)	Cost of use for public to use photocopier
	Photocopying @ 50p per A4 sheet (colour)	Cost of use for public to use photocopier
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class