



## Model Publication Scheme

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>Council Structure            Ward Councillor's contact details            Contact details of Council Clerk            Committee Membership            Powers</p>	<p>On the Website</p> <p>On our Noticeboards</p>	<p>FREE</p> <p>FREE</p>

	Hard Copy – See Contact details below	FREE up to 10 copies
<p><b>Class 2 – What we spend and how we spend it</b></p> <p><b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b></p> <p>Current and previous financial year</p> <p>Approved Budgets</p> <p>Precept</p> <p>Annual Return to Welsh Audit Commission including:</p> <ul style="list-style-type: none"> <li>- Statement of Accounts</li> <li>- Statement of Assurance</li> <li>- External Auditors Certificate and Opinion</li> <li>- Annual internal Audit Report</li> </ul> <p>Grant and Loan correspondence and Applications</p> <p>Grants and Loans approved by Council</p> <p>Grants and Loans received by Council</p> <p>Member’s allowances and expenses</p> <p>Contracts awarded by Council</p> <p>Agreements entered into by Council including Partnerships</p>	<p>On the Website</p> <p>Hard Copy – See Contact details below</p>	<p>FREE</p> <p>FREE up to 10 copies</p>

**Class 3 – What our priorities are and how we are doing**

**(Strategies and plans, performance indicators, audits, inspections and reviews)**

Community Plan  
Chairman’s Annual Report  
Local charters with C&CS

On the Website

FREE

Hard Copy – See Contact details below

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**Class 4 – How we make decisions**

**(Decision making processes and records of decisions)**

Current and previous council year  
  
Timetable of Council Meetings  
Agendas for Council Meetings  
Minutes of Council Meetings  
Reports presented to Council  
Responses to Consultation Papers  
Responses to Planning Applications  
Agendas for Committee/Sub Committee Meetings  
Minutes of Committees and Sub Committees

On the Website

REE

Hard Copy – See Contact details below

FREE up to 10 copies

**Class 5 – Our policies and procedures**

**(Current written protocols, policies and procedures for delivering our services and responsibilities)**

Current information only

Council Business

- Standing Orders
- Financial Regulations
- Code of Conduct
- Grants and Loans
- Freedom of Information
- Data Protection

Employment

- Recruitment
- Equality and Diversity
- Health and Safety

On the Website

FREE

Hard Copy – See Contact details below

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**Class 6 – Lists and Registers**

Currently maintained lists and registers only

- Assets Register
- Register of Members Interests
- Register of Gifts and Hospitality
- Disclosures Log

On the Website

FREE

Hard Copy – See Contact details below SOME information may only be available by inspection

FREE up to 10 copies

<p><b>Class 7 – The services we offer</b></p> <p><b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b></p> <p>Events/Festivals  Community Orchard  Seating  Memorial &amp; Civic Sculpture (RNLI)  Christmas Lighting  Street Cleaning (Dedicated cleaner in Partnership with City &amp; County of Swansea)</p> <p>Council website – <a href="http://mumbles.gov.uk">mumbles.gov.uk</a>  MCC Annual Newsletter  Periodic entries in the Mumbles Community Times</p>	<p>On the Website</p> <p>Hard Copy – See Contact details below</p>	<p>F</p> <p>REE</p> <p>FREE up to 10 copies</p>
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**Contact details:**

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## Schedule of Charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @2p per sheet (black & white)	FREE UP TO 10 COPIES COST PRICE THEREAFTER
	Photocopying @10p per sheet (colour)	COST PRICE
Postage	Postage	FREE
Statutory Fee	None	FREE

**Adopted by Council on 9 February 2010**