

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

**REVIEWED AND APPROVED BY BAGILLT
COMMUNITY COUNCIL
ON 10th JULY 2024**

INFORMATION AVAILABLE FROM BAGILLT COMMUNITY 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, structure, locations, contacts) This will be current information only		
Who's who on the Council and its Committees	Website or contact Clerk	Free
Contact details for the Clerk and Council members	Website or contact Clerk	Free
Location of main Council office and accessibility details	Clerk's home address	Free
Staffing structure	Clerk only appointment	Free
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	Hard copy contact Clerk	£1.00p
Finalised budget	Hard copy contact Clerk	20p per page
Precept	Council January minutes, website or contact Clerk	Free
Borrowing approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy contact Clerk	20p per page
Grants given and received	Council minutes, website or contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy contact Clerk	Free
Members' allowances and expenses	Hard copy contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not Applicable	
Annual Report to Community meeting	Not Applicable	
Quality Status	Not Applicable	
Local Charters drawn up in accordance with DCLG	Not Applicable	

guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council and committees)	Hard copy contact Clerk or website	Free
Agendas of meetings (as above)	Hard copy contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information regarded as private to the meeting	Hard copy contact Clerk or website	Free
Recorded Minutes of meetings (retained for one month only)	Contact Clerk	
Reports presented to Council meetings - nb this will exclude information regarded as private to the meeting	Hard copy contact Clerk	Free
Responses to consultation papers	Hard copy contact Clerk	Free
Responses to planning applications	Council minutes – Website or contact Clerk	Free
Bye laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy contact Clerk	20p per page
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copy contact Clerk	20p per page
Information security policy	Not Applicable	
Records management policies (Records retention, destruction and archive)	Contact Clerk	Free
Data protection policies	Contact Clerk	20p per page
Schedule of charges	Contact Clerk	Free

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Contact Clerk	Free
Assets Register	Contact Clerk	Free
Disclosure Log	Contact Clerk	Free
Register of Members' interests	Contact Clerk	Free
Register of Gifts and Hospitality	Contact Clerk	Free
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		
Agency agreements	Not Applicable	
Allotments	Not Applicable	
Applications for financial assistance from local organisations	Contact Clerk	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees.	Not Applicable	
Burial Grounds and closed churchyards	Not Applicable	
Bus shelters	Contact Clerk	Free
Christmas Lighting	Contact Clerk	Free
Community awards	Contact Clerk	Free
Community Caretaker	Contact Clerk	Free
Community centres and village halls	Not Applicable	
Community Newsletter	Contact Clerk	Free
Lighting	Not Applicable	
Litter bins	Contact Clerk	Free
Markets	Not Applicable	
Notice Boards	Contact Clerk	Free
Parks, playing fields and recreational facilities	Not Applicable	
Public conveniences	Not Applicable	
Public seating	Contact Clerk	Free
Website	Contact Clerk	Free

Contact details: Mrs. L. Wood, 12 Lllys Pant Derw, Connah's Quay, Deeside, CH5 4QY

Tel: 0785 6597165

E-mail: clerk@bagilltcommunitycouncil.gov.uk