

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 1 – Who we are and what we do (Organisational Information, structures, locations and contacts)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who's who on the Council and its Committees <input type="checkbox"/> Contact details for the Clerk and Council Members <input type="checkbox"/> Location of main Council office and accessibility details <input type="checkbox"/> Staffing Structure 	<ul style="list-style-type: none"> ❖ Website ❖ Notice Boards ❖ Council Office – Hard copy ❖ Website ❖ Notice Boards ❖ Council Office – Hard copy ❖ Website ❖ Notice Boards ❖ Website ❖ Council Office 	<ul style="list-style-type: none"> ➤ Free ➤ Free ➤ 5p per sheet ➤ Free ➤ Free ➤ 5p per sheet ➤ Free ➤ Free ➤ Free

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>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)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual return form and report by auditor <input type="checkbox"/> Finalised budget <input type="checkbox"/> Precept <input type="checkbox"/> Borrowing Approval letter <input type="checkbox"/> Financial Standing Orders and Regulations <input type="checkbox"/> Grants given and received <input type="checkbox"/> List of current contracts awarded and value of contract <input checked="" type="checkbox"/> Members' allowances and expenses 	<ul style="list-style-type: none"> ❖ Website ❖ Notice Boards ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ FCC Council Tax Leaflet ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Use of Halls ❖ Council Office – Hard copy ❖ Not applicable 	<ul style="list-style-type: none"> ➤ Free ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet ➤ Free ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet ➤ 5p per sheet



INFORMATION AVAILABLE FROM CONNAH'S QUAY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Plan <input type="checkbox"/> Local charters drawn up in accordance with WAG, OVA & WLGA guidelines 		

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) <input type="checkbox"/> Agenda of meetings (as above) (excluding information that is properly regarded as private to the meeting) <input type="checkbox"/> Minutes of meetings (as above) (excluding information that is properly regarded as private to the meeting) <input type="checkbox"/> Reports presented to council meetings (excluding information that is properly regarded as private to the meeting) <input type="checkbox"/> Responses to consultation papers <input type="checkbox"/> Responses to planning applications <input type="checkbox"/> Bye laws 	<ul style="list-style-type: none"> ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ Notice Boards ❖ Library ❖ Council Office – Hard copy ❖ Website ❖ Notice Boards ❖ Library ❖ Council Office – Hard copy ❖ Council Office – Hard copy ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Set by Flintshire County Council 	<ul style="list-style-type: none"> ➤ Free ➤ 5p per sheet ➤ Free ➤ Free ➤ Subject to FCC ➤ 5p per sheet ➤ Free ➤ Free ➤ Subject to FCC ➤ 5p per sheet ➤ 5p per sheet ➤ 5p per sheet ➤ Free ➤ 5p per sheet

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedural standing orders <input type="checkbox"/> Committee and sub-committee terms of reference <input type="checkbox"/> Delegated authority in respect of officers <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Policy statements 	<ul style="list-style-type: none"> ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy ❖ Website ❖ Council Office – Hard copy 	<ul style="list-style-type: none"> ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet ➤ Free ➤ 5p per sheet

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal policies relating to the delivery of services <input type="checkbox"/> Equality and diversity policy <input type="checkbox"/> Health and safety policy <input type="checkbox"/> Recruitment policies (including current vacancies) <input type="checkbox"/> Policies and procedures for handling requests for information <input type="checkbox"/> Complaints procedures (including those covering requests for information and operating the publication scheme) <input type="checkbox"/> Information security policy <input type="checkbox"/> Records management policies (records retention, destruction and archive) <input type="checkbox"/> Data protection policies <input type="checkbox"/> Schedule of charges (for the publication of information) 	<ul style="list-style-type: none"> ❖ Council Office ❖ Council Office ❖ Council Office ❖ Use JobCentre Plus – currently no vacancies ❖ Council Office ❖ Council Office ❖ Council Office ❖ Council Office ❖ Council Office ❖ Council Office 	

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 6 – Lists and Registers (Any publicly available register or list)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assets Register <input type="checkbox"/> 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) <input type="checkbox"/> Register of members' interests <input type="checkbox"/> Register of gifts and hospitality 	<ul style="list-style-type: none"> ❖ see Financial Report <input type="checkbox"/> Please refer to Flintshire County Council 	

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allotments <input type="checkbox"/> Burial grounds and closed churchyards <input type="checkbox"/> Community centre and village halls Civic Hall <input type="checkbox"/> Parks, playing fields and recreational facilities <input type="checkbox"/> Seating, litter bins, clocks, memorials and lighting <input type="checkbox"/> Bus Shelters <input type="checkbox"/> Markets <input type="checkbox"/> Public conveniences <input type="checkbox"/> Agency agreements <input type="checkbox"/> A summary of services for which the council is entitles to recover a fee, together with those fees (e.g. burial fees) 	<ul style="list-style-type: none"> ❖ Council Office ❖ Flintshire County Council ❖ Council Office ❖ Flintshire County Council ❖ Council Office ❖ Council Office ❖ Flintshire County Council ❖ Flintshire County Council ❖ Senior Citizen Railcard ❖ Council Office ❖ Not applicable at this time 	

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Additional Information</p>		
<p>Contact details Gary Feather Clerk & Financial Officer Connah's Quay Town Council Council Offices 14 Wepre Drive Connah's Quay Flintshire CH5 4HB</p> <p>Tel: 01244 819420 Fax: 01244 810798</p> <p>Office Opening Times: Monday – Friday 09:00 – 16:30 (excl Bank Holidays)</p>		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per A4 sheet (black & white) (single sided) @ 7p per A4 sheet (black & white) (double sided) @ 10p per A4 sheet (colour) (single sided) @ 15p per A4 sheet (colour) (double sided) @ 9p per A3 sheet (black & white) @ 15p per A3 sheet (colour)	Rental 0.03p + Imaging 0.009p + Paper 0.005p = 0.044p Rental 0.03p + Imaging 0.018p + Paper 0.005p = 0.053p Rental 0.03p + Imaging 0.091p + Paper 0.005p = 0.126p Rental 0.03p + Imaging 0.183p + Paper 0.005p = 0.218p Rental 0.03p + Imaging 0.009p + Paper 0.027p = 0.066p Rental 0.03p + Imaging 0.091p + Paper 0.027p = 0.148p
	Postage	Actual cost of Royal Mail standard 2 nd class (as per size and weight)
Statutory Fee		
Other		