



Bridgend Town Council

Publication Scheme

This publication scheme has been prepared in-line with the model Publication Scheme issued by the Information Commissioner's Office (ICO).

This publication scheme commits Bridgend Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information below, where this information is held by the authority. Additional assistance is provided regarding the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Information available from Bridgend Town Council under the model publication scheme

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> <p>This will be current information only.</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p> <p>Information not available on the website can be requested from:</p> <p>Town Clerk Bridgend Town Council Carnegie House Wyndham Street Bridgend CF31 1EF Tel: 01656 815757 Email: bridgend.tc@bridgend.gov.uk</p>	N/A
Who's who on the Council and its Committees	As above	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	As above	
Location of main Council office and accessibility details	As above	
Staffing structure	As above	

<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> <p>Current and previous financial year as a minimum</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</p>	
<p>Annual return form and report by auditor</p>	<p>Annual return available on Town Council website at www.bridgendtowncouncil.gov.uk</p> <p>Report by auditor available as a hard copy from the Town Council Office upon request.</p>	
<p>Finalised budget</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Precept</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Borrowing Approval letter</p>	<p>Not applicable at present</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Available on the Town Council website at www.bridgendtowncouncil.gov.uk or as a hard copy from the Town Council Office upon request</p>	
<p>Grants given and received</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Members' allowances and expenses</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Copies of agendas and minutes of full Council and committee meetings are available on the Town Council website www.bridgendtowncouncil.gov.uk</p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</p>	
<p>Community Plan (current and previous year as a minimum)</p>	<p>Not applicable at present</p>	
<p>Annual Report (current and previous year as a minimum)</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Local charters drawn up in accordance with WG and WLGA guidelines</p>	<p>Not applicable at present</p>	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Details available in minutes of full Council and committee meetings on the Town Council website www.bridgendtowncouncil.gov.uk</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p>	
<p>Agendas of meetings (as above)</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p>	
<p>Minutes of meetings (as above) – Please note this will exclude information that is confidential and not available to the public.</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p>	
<p>Reports presented to council meetings – Please note this will exclude information that is confidential and not available to the public.</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Responses to consultation papers</p>	<p>Available as a hard copy from the Town Council Office upon request</p>	
<p>Responses to planning applications</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p>	
<p>Bye-laws</p>	<p>Not applicable at present</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</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>	<p>Details available on the Town Council website www.bridgendtowncouncil.gov.uk</p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Details available on the Town Council website</p>	

<ul style="list-style-type: none"> • Internal policies relating to the delivery of services • 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) 	www.bridgendtowncouncil.gov.uk Information not available on the website is available as a hard copy from the Town Council Office upon request	
Information security policy	Details available on the Town Council website www.bridgendtowncouncil.gov.uk Information not available on the website is available as a hard copy from the Town Council Office upon request	
Records management policies (records retention, destruction and archive)	Available as a hard copy from the Town Council Office upon request	
Data protection policies	Details available on the Town Council website www.bridgendtowncouncil.gov.uk Information not available on the website is available as a hard copy from the Town Council Office upon request	
Schedule of charges (for the publication of information)	Details available on the Town Council website www.bridgendtowncouncil.gov.uk Information not available on the website is available as a hard copy from the Town Council Office upon request	
Class 6 – Lists and Registers Currently maintained lists and registers only	Available in hard copy for inspection from the Town Clerk at the Council Office.	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Available in hard copy for inspection from the Town Clerk at the Council Office.	

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)		
Register of members' interests	Available on the Town Council website or as a hard copy for inspection from the Town Clerk at the Council Office.	
Register of gifts and hospitality	Available in hard copy for inspection from the Town Clerk at the Council Office.	
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	Details of the services provided by the Town Council and any applicable charges are available on the Town Council website: www.bridgendtowncouncil.gov.uk Available in hard copy for inspection from the Town Clerk at the Council Office.	
Allotments	As above	
Burial grounds and closed churchyards	As above	
Community centres and village halls	Not applicable at present time	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	As above	
Markets	Not applicable at present time	
Public conveniences	Not applicable at present time	
Agency agreements	As above	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable at present time	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is written the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

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 @ 1 per sheet (black & white)	Actual cost*
	Photocopying @ 4p per sheet (Colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None
Other		Time of the Clerk for bulk requests

- * The actual cost incurred by the public authority

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.