

## Information available from Machynlleth Town Council under our 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>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>		
Who's who on the Council and its Committees	Website	Nil
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
<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) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Standing Orders and Financial Regulations	Website	Nil
Grants given and received	In minutes on website	Nil

List of current contracts awarded and value of contract	In accounts on website	Nil
Members' allowances and expenses	Website	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website with Agenda	Nil
Responses to consultation papers	Via Email	Nil
Responses to planning applications	Website	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, 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 and sub-committee terms of reference Delegated authority in respect of officers	Website	Nil

Code of Conduct Policy statements		
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Nil
Information security policy	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Nil
Assets Register	Website	Nil
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)	Via Email	Nil
Register of members' interests	Website	Nil
Register of gifts and hospitality	Website	Nil
<b>Class 7 – The services we offer</b>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Community centres and village halls	Website	Nil
Parks, playing fields and recreational facilities	Website	Nil
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Nil

**Contact details :-** Clerk to the Council, via Email. [Town-clerk@machynlleth-tc.gov.uk](mailto:Town-clerk@machynlleth-tc.gov.uk)

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 6p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (we will quote the actual statute)