

## Information available from St Davids City Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Information about us, structures, locations and contacts</p> <p>Current information only</p>	<p>On request to the Clerk to St Davids City Council, City Hall, High Street, St Davids, Pembrokeshire. SA626SD.</p> <p>Tel: 01437721137</p> <p>Email: clerk@stdavids.gov.uk</p>	<p>For each page copied, there is a charge of 10 pence, plus postage. In situations where a substantial volume of pages is requested, an additional fee may be applied to account for the Clerk's time spent processing the request.</p>
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 (if used))	As above	
Location of main Council office and accessibility details	As above	
Staffing structure	The City Council employs a Clerk, Deputy Clerk, RFO and Caretaker	
<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)</p> <p>Current and previous financial year as a minimum</p>	As above	
Annual audited accounts	As above	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
Statement of payments made to all elected members	As above	

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	As above	
Community Plan	Not applicable	
Annual Report	As above	
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	As above	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions	As above	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	As above	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – NB This will omit any details that are appropriately considered private within the meeting.	As above	
Reports presented to Council meetings– NB This will omit any details that are appropriately considered private within the meeting.	As above	
Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	As above	
Current information only		
Policies and procedures for the conduct of City Council business, e.g.: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	As above	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policies</li> <li>• Health and safety policy</li> <li>• Recruitment policies and current vacancies,</li> </ul>	As above	

<p>including opportunities for becoming a co-opted member</p> <ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures, including those covering requests for information and operating the publication scheme</li> </ul>		
Information security policy	As above	
Records management policies, including records retention, destruction and archive	As above	
Data protection policy	As above	
Welsh Language standards, i.e. details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	As above	
Any publicly available register or list, in most circumstances existing access provisions will suffice	As above	
Assets register	As above	
Disclosure log (detailing the information that has been shared in response to requests. While it is recommended as a good practice, it may not always be retained by community councils)	As above	
Register of members' interests	As above	
Register of gifts and hospitality	As above	
<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	As above	
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	As above	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	As above	
Markets	As above	
Public conveniences	As above	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> Any additional information published proactively that is not itemised in the lists above	As above	

**SCHEDULE OF CHARGES**

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet A4 (black & white)	The actual cost per single sheet is determined by dividing the paper package price by the number of sheets it contains, and then adding the price of the ink cartridge divided by the number of pages it can print.
	Photocopying @ 20p per sheet A4 (colour)	As above
	Photocopying @ 25p per sheet A3 (black & white)	As above
	Photocopying @ 50p per sheet A3 (colour)	As above