



Pembroke Dock Town Council

Information available from Pembroke Dock Town Council under the model publication scheme

Class1- Who are we and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Hard copy- contact Clerk	Free 10p per sheet
Contact details for Clerk and Council members (N.B this only includes information that is already in the public domain. Telephone numbers and e-mail addresses that are withheld by Councillors for personnel or professional reasons will not be available)	Website Hard copy- contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details.	Website Hard copy- contact Clerk	Free 10p per sheet
Staffing structure	Hard copy – contact Clerk	10p per sheet

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)

Information to be published	How the information can be obtained	Cost
Current and previous financial year as a minimum	Hard copy – contact Clerk	10p per sheet
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised Budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	10p per sheet

Class 3- What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Action Plan (current and previous year as minimum)	Hard copy – contact Clerk	10p per sheet

Class 4 – How we make decisions
 (Decision making processes and records of decisions)
 Current and previous council year as minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and committee/sub committee meetings and community meetings)	Website Hard copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p per sheet
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk Pembroke Dock Library	Free 10p per sheet Free (inspection)
Reports presented to council meetings –N.B this will exclude information that is properly regarded as private to the meeting	Hardcopy – Contact Clerk Pembroke Dock Library	10p per sheet Free (inspection)
Responses to consultation papers	Hard copy- contact Clerk	10p per sheet
Reponses to planning applications	Website Hard copy – contact Clerk	Free 10p per sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business	Website Hard copy – contact Clerk	Free 10p per sheet
Procedural standing orders	Website Hard copy – contact Clerk	Free 10p per sheet
Committee and sub-committee terms of reference	Website Hard copy – contact Clerk	Free 10p per sheet
Delegated authority in respect of officers	Hard copy- contact Clerk	10p per sheet
Code of conduct	Website Hard copy – contact Clerk	Free 10p per sheet
Policy Statements	Hard copy- contact Clerk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Website Hard copy – contact Clerk	Free 10p per sheet
Internal policies relating to the delivery of services	Hard copy- contact Clerk	10p per sheet
Equality and diversity policy	Website Hard copy – contact Clerk	Free 10p per sheet
Health and safety policy	Website Hard copy – contact Clerk	Free 10p per sheet
Recruitment policies (including current vacancies)	Hard copy- contact Clerk	10p per sheet

Policies and procedures for handling requests for information	Website Hard copy – contact Clerk	Free 10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 10p per sheet
Data protection policies	Website Hard copy – contact Clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p per sheet
Class 6- Lists and Registers		
Any publicly available register or list (If any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Information to be published	How the information can be obtained	Cost
Register of members' interests	Website Hard copy – contact Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet

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

Information to be published	How the information can be obtained	Cost
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hard copy – contact Clerk	Free 10p per sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details

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