

# Pembroke Town Council



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

<b>Class1- Who are we and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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
<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)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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	Hard copy – contact Clerk	10p per sheet
<b>Class 3- What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Action Plan (current and previous year as minimum)	Hard copy – contact Clerk	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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 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 Library	10p per sheet Free (inspection)
Responses to consultation papers	Hard copy- contact Clerk	10p per sheet
Reponses to planning applications	Website	Free

	Hard copy – contact Clerk	10p per sheet
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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
<b>Class 6- Lists and Registers</b>		
Any publicly available register or list (If any are held this should be publicised; in most circumstances existing access provisions will suffice)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Register of members' interests	Website	Free

	Hard copy – contact Clerk	10p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet
<p><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</p>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact Details**

Suzie Thomas – Town Clerk

Virginia Taber - Assistant Town Clerk

The Town Hall

Main Street  
Pembroke  
Pembrokeshire  
SA71 4JS

01646 683092      [suzie@pembstowncouncil.plus.com](mailto:suzie@pembstowncouncil.plus.com)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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 (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

