



## Information available from Maesteg Town Council in Wales under the model publication scheme

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>
<p>Staffing structure</p>	<p>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>
<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>	<p>Information currently available on the website.</p> <p>Hard Copy – contact Clerk</p>	<p>Website Free</p> <p>Hard Copy 5p/sheet</p>

Annual return form and report by auditor	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Finalised budget	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5/sheet
Precept	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Financial Standing Orders and Regulations	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Grants given and received	Please contact Clerk	
Members' allowances and expenses	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Please contact Clerk	
Community Plan (current and previous year as a minimum)	Please contact Clerk	

Annual Report (current and previous year as a minimum)	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Local charters drawn up in accordance with WG and WLGA guidelines	Please contact Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)	To be added to the website Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Agendas of meetings (as above)	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet
Responses to consultation papers	Information currently available on the website. Hard Copy – contact Clerk	Website Free Hard Copy 5p/sheet

Responses to planning applications	Information currently available on the website.  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Information to be placed on the website once agreed at Full Council  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
Policies and procedures for the conduct of council business:  Procedural standing orders – on website Committee and sub-committee terms of reference – to be added Delegated authority in respect of officers – within standing orders Code of Conduct – on website Policy statements – to be added once agreed by Full Council	Information to be placed on the website once agreed at Full Council  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
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 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)	Please contact Clerk as these are not currently on the website.	
Information security policy	Information to be placed on the website once agreed at Full Council	Website Free

	Hard Copy – contact Clerk	Hard Copy 5p/sheet
Records management policies (records retention, destruction and archive)	Information to be placed on the website once agreed at Full Council  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
Data protection policies	Information to be placed on the website once agreed at Full Council  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
Schedule of charges (for the publication of information)	Information to be placed on the website once agreed at Full Council  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/sheet
<b>Class 6 – Lists and Registers</b>	Please contact Clerk as these are not currently on the website.	
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)	Please see <a href="http://www.bridgend.gov.uk">www.bridgend.gov.uk</a>	
Assets register	Please contact Clerk as these are not currently on the website.	
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)	Please contact Clerk as these are not currently on the website.	
Register of members' interests	Information currently available on the website.  Hard Copy – contact Clerk	Website Free  Hard Copy 5p/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)</p> <p>Current information only</p>	<p>Please contact Clerk for further details.</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Please contact Clerk for further details.</p>
<p>Bus shelters</p>	<p>Please contact Clerk for further details.</p>
<p>Public conveniences</p>	<p>Please contact Clerk for further details.</p>
<p>Agency agreements</p>	<p>Please contact Clerk for further details.</p>

**Contact details:**

**Clerk**

**Maesteg Town Council**

**Talbot Street**

**Maesteg**

**CF34 9BY**

**Email: [Clerk@maestegcouncil.org](mailto:Clerk@maestegcouncil.org)**

**Telephone: 01656 732631**

## 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 @ 5p per sheet (black & white)	Actual cost = 0.322p per page
	Photocopying @ 10p per sheet (colour)	Actual cost 3.22p per page
	Postage	Dependant on Royal Mail costings at the time of postage
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

Adopted by Maesteg Town Council: 01.02.2022  
Review Date: (Annually at February Full Council)

This policy was reviewed by the Policy committee on 28/02/2023

**Policy Accepted and adopted by a Hybrid meeting of the Council held on 07/03/2023**

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**Mayor**

Review Date: To be reviewed during the year following an election unless any issues arise.