

Information available from Graig Community Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
(Organisational information, structures, locations, contacts)	<p>Website: https://www.graigcc.co.uk/Your Council I 22114.aspx</p> <p>Or on request to the Clerk: clerk@graigcc.co.uk</p>	<p>Information on website is freely available.</p> <p>Hard copy on request as per Schedule of Charges below.</p>
Who's who on the Council and its Committees	<p>Website: https://www.graigcc.co.uk/Councillors_22519.aspx</p> <p>Hard copy – <i>contact Clerk</i></p>	As above
Contact details for Community Council Clerk and Council members	<p>Website: https://www.graigcc.co.uk/Contact Us_22117.aspx https://www.graigcc.co.uk/Councillors_22519.aspx</p> <p>Hard copy – <i>contact Clerk</i></p>	As above
Community Council address	c/o Graig Community Centre, Cowshed Lane, Bassaleg, Newport NP10 8HZ	
Staffing Structure	The Clerk/RFO is the Council's only employee.	
Class 2 – What we spend and how we spend it		
Annual Governance & Accountability Return	<p>Website: https://www.graigcc.co.uk/Finances_22521.aspx</p> <p>Noticeboards</p> <p>Hard copy – <i>contact Clerk</i></p>	As above
Annual Statement of Accounts and Budget/Precept	<p>Website: https://www.graigcc.co.uk/Finances_22521.aspx</p> <p>Hard copy – <i>contact Clerk</i></p>	As above

Members Allowances	Website: https://www.graigcc.co.uk/Finances_22521.aspx	As above
Class 3 – What our priorities are and how we are doing		
Annual Report	Website: https://www.graigcc.co.uk/Your_Council_22114.aspx Hard copy – <i>contact Clerk</i>	As above
Class 4 – How we make decisions		
Timetable of Meetings	Website: https://www.graigcc.co.uk/Council_Meeting_Minutes_22529.aspx	
Agenda and Minutes of Full Council and Committee Meetings.	Website and recorded on minutes: https://www.graigcc.co.uk/Council_Meeting_Minutes_22529.aspx Noticeboards	As above
Responses to Planning Applications	Recorded on minutes and available to view on NCC website: https://www.newport.gov.uk/en/Planning-Housing/Planning/Planning.aspx Hard copy – <i>contact Clerk</i>	As above
Class 5 – Our policies and procedures		
Standing Orders/Financial Regulations/Internal Control Procedures/Code of Conduct/Freedom of Information Model Publication Scheme/Risk Management Schedule/GDPR Policies/Delegation to officers/Complaints Policy/Co-option Policy/Policy Statements/Disciplinary and Grievance Policies/Grant Awarding Policy and Application/Training Plan.	Website: https://www.graigcc.co.uk/Policies_and_Procedures_22522.aspx Hard copy – <i>contact Clerk</i>	As above
Class 6 – List and Registers		
Asset Register	Website: https://www.graigcc.co.uk/Finances_22521.aspx Hard copy – <i>contact Clerk</i>	As above
Register of members' interests	Website: https://www.graigcc.co.uk/Councillors_22519.aspx	As above

	Hard copy – <i>contact Clerk</i>	
Class 7 – The services we offer		
<p>Cemetery – Joint Burial Board with Rogerstone Community Council</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees).</p>	<p>Website: https://www.rogerstonecommunitycouncil.com/Rogerstone_and_Bassaleq_Burial_Board_33427.aspx </p>	
Allotments	<p>Website: https://www.graigcc.co.uk/Bassaleq_Allotments_22524.aspx </p>	
Community Centres	<p>Website: https://www.graigcc.co.uk/Community_Centres_48705.aspx </p>	
Play Areas	<p>Website: https://www.graigcc.co.uk/default.aspx </p>	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Copying @ 10p per A4 sheet (black & white) + cost of envelopes etc	Actual charge incurred by the local authority.
	Postage	Actual cost of Royal Mail standard 2 nd class mail.

Adopted: Minute Item 10, 30th April 2025