

## Information available from Llandough Community Council under the model publication scheme

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>On request to the Clerk to the Council, 63 Woodham Park, Barry CF62 8FJ.</p> <p>Tel. 01446 409294</p> <p>E-Mail: p.egan67@ntlworld.com</p>	<p>5 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As above</p>	
<p>Location of main Council office and accessibility details</p>	<p>As above</p>	
<p>Staffing structure</p>	<p>The Council employs a Clerk and two Caretakers</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>As above</p>	

Annual return form and report by auditor	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	
<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 (current and previous year as a minimum)	Not applicable	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	
<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 and community meetings)	As above	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to 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)  Current information only	As above	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	As above	
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)	As above	

Information security policy	As above	
Records management policies (records retention, destruction and archive)	As above	
Data protection policies	As above	
Schedule of charges (for the publication of information)	As above	
<b>Class 6 – Lists and Registers</b>	As above	
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)		
Assets Register		
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)		
Register of members' interests		
Register of gifts and hospitality		
<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		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		

Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As above	

**Contact details:**

**As above**

## 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)	5 pence per copy
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		None
<b>Other</b>		Time of the Clerk for bulk requests

\* the actual cost incurred by the public authority