

Information available from Llangors Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current list of Councillors and Personnel</p>	<p>Website or Newsletter</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
Who's who on the Council and its Committees	Website or Newsletter	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Newsletter	Free
Staffing structure – Only Clerk so as above		
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>See web page for Minutes</p> <p>Hard Copy – See Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Annual return form and report by auditor	<p>Web page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Finalised budget	<p>Minutes on web page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Precept	Hard Copy See Clerk	10p per sheet
Financial Standing Orders and Regulations	<p>Web Page</p> <p>Hard Copy See Clerk</p>	<p>Free</p> <p>10p per sheet</p>

Grants given and received	Web page as minutes Hard Copy See Clerk	Free 10p per sheet
Current contracts awarded and value of contract Actual Contract	Web page as minutes Hard Copy See Clerk	Free 10p per sheet
Members' allowances and expenses	Web page as minutes Hard Copy See Clerk	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Audit Report	Hard Copy See Clerk	10p per sheet
Community Plan (current and previous year as a minimum)	As per PCC & BBNPA see PCC & BBNPA web page	Free
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	See WAG etc web pages Hard Copy where applicable See Clerk	Free 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) – As per Standing Orders and Code of Conduct		
Current and previous council year as a minimum – see Minutes	Web Page Hard copies See Clerk Web Page	Free 10p per sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) – See Agenda/minutes		Free
Agendas of meetings (as above)	Web Page Notice Boards Hard Copy See Clerk	Free Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Page Notice Boards Hard Copy See Clerk	Free Free 10p per sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. (Presented to public in the Minutes)	Web Page Notice Boards Hard Copy See Clerk	Free Free 10p per sheet
Responses to consultation papers	Hard Copy See Clerk or Responsible Councillor	10p per sheet
Responses to planning applications	Hard Copy See Clerk	10p per sheet
Bye-laws - Not exercised		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Standing Orders Current information only	Web Page Hard copies See Clerk	Free 10p per sheet
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 - As Standing Orders Code of Conduct Policy statements	Web Page Hard copies See Clerk Web Page Web Page Web Page	Free 10p per sheet Free Free Free
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 - See Risk Assessment Schedule Recruitment policies (including current vacancies) Policies and procedures for handling requests for information - See FOI schedule Complaints procedures (including those covering requests for information and operating the publication scheme) See FOI schedule	Not Held Not Held Hard copy- See Clerk Not Held Web Page Web Page	10p per sheet Free Free

Information security policy - See risk Assessment schedule	Web Page	Free
Records management policies (records retention, destruction and archive)	Not Held	
Data protection policies - See FOI Schedule	Web Page	Free
Schedule of charges (for the publication of information)	As per this schedule!!!!!!	
Class 6 – Lists and Registers		
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)	Register of Electors Held – No Public Access Available via Community Council	
Assets Register	Web Page	Free
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)	Not Held	
Register of members' interests	Hard Copy - See Clerk	10p per sheet
Register of gifts and hospitality	Hard Copy - See 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	Newsletter	Web page Delivered to all properties
		Free
Burial grounds	See Burial Board Clerk	10p per sheet
Seating	No Information held	
Bus shelters		

A summary of services for which the council is entitled to recover a fee, together with those fees		
Burial Fees – contact Burial Board Clerk	See – Burial Board Clerk	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:

Clerk : Judith Phillips
01874 658348

Burial Board Clerk : Cllr Tony Evans
01874 658319

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority