

Information available from Llannon Community Council under the Information Commissioner's Office 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>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>	Hard copy and/or website	In the case of a hard copy request, it is 20p per page copied plus postage. Copies are only available in black and white. In cases where a large bulk of papers are requested, a charge may be levied for time required for bulk requests/per hour.
Who's who on the Council and its Committees	As above	As above
Contact details for the Clerk	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	As above	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>	Hard Copy and Website	As above

Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	As above	As above
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Class 3 – What our priorities are and how we are doing	As above	As above
Annual Report	Hard Copy and Website	As above
Training Plan	Hard Copy and Website	As above
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy and Website	In the case of a hard copy request, it is 20p per page copied plus postage. Copies are only available in black and white. In cases where a large bulk of papers are requested, a charge may be levied for time required for bulk requests/per hour.
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	As above	As above
Agendas of meetings (as above)	Noticeboard/Hard Copy and Website	As above

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website	As above
Responses to consultation papers	Hard Copy	As above
Responses to planning applications	Hard Copy	As above
Bye-laws	Hard Copy	As above
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard Copy and Website	In the case of a hard copy request, it is 20p per page copied plus postage. Copies are only available in black and white. In cases where a large bulk of papers are requested, a charge may be levied for time required for bulk requests/per hour.
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	Hard Copy and Website	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	Hard Copy and Website	As above

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)		
Information security policy	Hard Copy and Website	As above
Records management policies (records retention, destruction and archive)	Hard Copy and Website	As above
Data protection policies	Hard Copy and Website	As above
Schedule of charges (for the publication of information)	Hard Copy and Website	As above
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard Copy	As above
Assets Register	Hard Copy	As above
Register of members' interests	Hard Copy and Website	As above
Register of gifts and hospitality	Hard Copy and Website	As above
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	As above	As above
Burial grounds and closed churchyards	Hard Copy and Website	As above
Tumble Hall	Hard Copy and Website	As above

Parks, playing fields and recreational facilities	Hard Copy and Website	As above
Seating, litter bins, memorials and lighting	Hard Copy and Website	As above
Bus shelters	Hard Copy and Website	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy and Website	As above
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As above	As above

Contact details:

Mrs Clare Hope (Clerk to the Council & Responsible Financial Officer)
Llannon Community Council, Tumble Hall, Heol-y-Neuadd, Tumble, SA14 6HR
Tel: 01269 841213 or 07429 550006
E-mail: llannonccclerk@outlook.com

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 @ 20p per sheet (black & white)	20 pence per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None
Other		Time required for bulk requests/per hour