

Information available from Llanbradach & Pwllypant 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>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>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Staffing structure</p>	<p>N/A</p>	

<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>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Annual return form and report by auditor</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Finalised budget</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Precept</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Borrowing Approval letter</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Grants given and received</p>	<p>Website (within Minutes) Hard copy –available from the Clerk</p>	<p>FREE</p>

List of current contracts awarded and value of contract	Website (within Minutes) Hard copy –available from the Clerk	FREE
Members' allowances and expenses	Website (and within Minutes) Hard copy –available from the Clerk	FREE
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website Hard copy –available from the Clerk	FREE
Community Plan (current and previous year as a minimum)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Website Hard copy –available from the Clerk	FREE
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website Hard copy –available from the Clerk	FREE
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard copy –available from the Clerk	FREE
Agendas of meetings (as above)	Website	FREE

	Hard copy –available from the Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy –available from the Clerk	FREE
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and/or Hard copy –available from the Clerk	FREE
Responses to consultation papers	Website (within Minutes) Hard copy –available from the Clerk	FREE
Responses to planning applications	Website (within Minutes) Hard copy –available from the Clerk	FREE
Bye-laws	Hard copy – available from Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy –available from the Clerk	FREE

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard copy – available from the Clerk</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy – available from the Clerk</p>	
<p>Data protection policies</p>	<p>Website Hard copy –available from the Clerk</p>	<p>FREE</p>
<p>Schedule of charges)for the publication of information)</p>	<p>Website</p>	<p>FREE</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy – available from the Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – available from the Clerk	
Assets Register	Hard copy – available from the Clerk	
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)	N/A	
Register of members' interests	Website (Declarations of Interests recorded with Minutes and on Website) Hard copy – available from the Clerk	FREE
Register of gifts and hospitality	Website Hard copy –available from the Clerk	FREE
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Hard copy – available from the Clerk	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	

Contact details:

Clerk to the Council,
C/o 38 Nant fawr Road
Cyncoed
Cardiff
CF23 6JR
Tel: 07933 725094
Email: mortic1@caerphilly.gov.uk

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 – HARD COPY	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.12p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority