

Information available from Cyngor Tref Llanwrtyd Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website or hard copy.	Free or 10p per A4 + postage
Who's who on the Council and its Committees	Website and, information folders, glass case outside Council Chamber	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and, information folders. Glass case outside Council Chamber	Free
Location of main Council Office and accessibility details	Website and, information folders. Glass case outside Council Chamber	Free
Staffing structure	Website and, information folders.	Free
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) Current and previous financial year as a minimum	Website and hard copy.	Free or 10p per A4 + postage
Annual return form and report by auditor	Website. Hard copy – contact Clerk	Free As above
Finalised budget	E-mail. Hard copy – contact clerk	Free As above

Information to be published	How the information can be obtained	Cost
Precept	Website, Notified in minutes – published in Grapevine, view in Library	Free
Borrowing Approval letter	No borrowing	
Financial Standing Orders and Regulations	Website & information folders. Hard copy – contact clerk	Free 10p per A4 + postage
Grants given and received	Website & information folders. Hard copy – contact clerk.	Free 10p per A4 + postage
List of current contracts awarded and value of contract	Website and, information folders. Hard copy – contact clerk.	Free 10p per A4 + postage
Members' allowances and expenses	No expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	Website & information folders. Hard copy – contact clerk.	Free 10p per A4 + postage
Local charters drawn up in accordance with WAG, OVV & WLGA guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Information also available in hard copy,	Free 10p per A4 + postage

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website & information folders or email.	Free
Agendas of meetings (as above)	Website and outside Council Chamber	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, information folders and Grapevine. Hard copy	Free 10p per A4 + postage
Reports presented to council meetings - n.b this will exclude information that is properly regarded as private to the meeting.	Recorded in minutes – website, Library and Grapevine. Hard copy	As above
Responses to consultation papers	Recorded in minutes – website, Library and Grapevine. Hard copy	As above
Responses to planning applications	Recorded in minutes – website, Library and Grapevine. Hard copy	As above
Bye Laws (Dog Exclusion Zone)	Information folders, website, glass case outside Institute	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Information folders, website, email. Hard copy	Free 10p per A4 + post
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	Information folders, website, email. Hard copy	As above

Information to be published	How the information can be obtained	Cost
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)	Website & information folders or email. Hard copies	Free 10p per A4 + postage
Information security policy	The town council do not have one currently.	
Records management policies (records retention, destruction and archive)	The town council do not have one currently, but follow the guidelines given by Powys County Council Archives.	
Data protection policies	The town council do not have one currently.	
Schedule of charges (for the publication of information)	Given on the last page of this information.	
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)	Hard copy or website; some information may only be available by inspection.	
Assets Register	Information folders and website	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)	The town council do not have one currently.	

Information to be published	How the information can be obtained	Cost
Register of members' interests	Llanwrtyd Library and the Council Chamber.	Free
Register of gifts and hospitality	The town council do not have one currently.	
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	Website and information folders	Free
Burial grounds and closed churchyards	None	
Community centres and village halls	Website and, information folders, Grapevine.	Free
Parks, playing fields and recreational facilities	Website and, information folders.	Free
Seating, litter bins, clocks, memorials and lighting	Website and, information folders.	Free
Bus shelters	Website and, information folders.	Free
Markets	None	
Public conveniences	Website and, information folders.	Free
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information	None	

Contact details:**Town Clerk and Responsible Financial Officer:**

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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 @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying @ 10p per sheet (colour)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

- The actual cost incurred by the public authority

Information that is not found on our website or in the information folders can be accessed by contacting the clerk. Information can be viewed free of charge, and some information can be emailed free of charge. Where information is supplied in hard copy, the charge will be as above.

May 2012