

Llangyfelach Community Council – Information Available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1. Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy / Website	
Who's who on the Council and its Committees	Hard Copy / Website	10p/sheet free
Contact details for the Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Hard Copy / Website	10p/sheet free
Staffing structure	Hard Copy	10p/sheet
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	Hard Copy / Website	
Annual return form and report by auditor	Hard Copy / Website	10p/sheet
Finalised budget	Hard Copy / Website	10p/sheet free
Precept	Hard Copy / Website	10p/sheet free
Financial Standing Orders and Regulations	Hard Copy / Website	10p/sheet
Grants given and received	Hard Copy / Website	10p/sheet free
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy	10p/sheet
Class 3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard Copy / Website	
Local charters drawn up in accordance with guidelines	Hard Copy / Website	10p/sheet free
Class 4. How we make decisions (Decision making processes and records of decisions) Current and previous	Hard Copy / Website	

council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Hard Copy / Website	10p/sheet free
Agendas of meetings (as above)	Hard Copy / Website	10p/sheet free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Website	10p/sheet free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Website	10p/sheet free
Responses to consultation papers	Hard Copy / Website	10p/sheet free
Responses to planning applications	Hard Copy / Website	10p/sheet free
Bye-laws	Hard Copy	10p/sheet
Class 5. Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only Policies and procedures for the conduct of council business:	Hard Copy / Website	
Council Policies, Strategic Documents, Code of Conduct etc.	Hard Copy / Website	10p/sheet
Class 6. Lists and Registers Currently maintained lists and registers only	Hard Copy / Website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p/sheet
Assets Register	Hard Copy / Website	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy	10p/sheet
Register of members' interests	Hard Copy / Website	10p/sheet
Register of gifts and hospitality	Hard Copy	10p/sheet
Class 7. The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy / Website; some information may only be available by inspection)	

Current information only		
General Information	Hard Copy / Website	10p/sheet free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Representatives on Outside Bodies	Hard Copy / Website	10p/sheet free
Election Results	Hard Copy / Website	10p/sheet

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 Charge	Photocopying @ 10p per sheet (black & white)	Actual Cost *
	Photocopying @ 10p 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)

* The actual cost incurred by the public authority

Contact details:

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