

Information available from Taff's Well and Nantgarw 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>	Hard copy or via website	<p>10p per A4 page 20p per A3 page.</p> <p>Free via email</p>
Who's who on the Council and its Committees	As above	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	

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	10p per A4 page 20p per A3 page. Free via email
Annual return form and report by auditor	Hard copy	10p per A4 page 20p per A3 page. Free via email
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	As above

Class 4 – How we make decision	Hard copy or website	Above
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Hard copy or website	10p per A4 page 20p per A3 page. Free via email
Agendas of meetings (as above)	Hard copy or website	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws	Not applicable	
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	As above	10p per A4 page 20p per A3 page. Free via email

<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>	As above	As above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges)for the publication of information)	As detailed	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	hard copy, 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 per A4 page 20p per A3 page. Free via email
Assets Register	As above	As above
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)	As above	As above

Register of members' interests	As above	As above
Register of gifts and hospitality	As above	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	Hard copy some information may only be available by inspection	As above
Allotments	As above	As above
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Bus shelters	As above	As above
Markets	Not applicable	
Agency agreements	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

<p>The Community Council is committed to conducting its business in an open and transparent format. Should any information required not be listed in the Model Publication. The Community Council undertakes to give guidance as to the most appropriate office to contact</p>		
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Contact details:

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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) A4 Photocopying @ 20p per sheet (Colour) A3	cost Paper +printing

	Photocopying @ 20p per sheet (black & white) A3 Photocopying @ 40p per sheet (Colour) A3	Actual cost Not applicable
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
Email copies		Free of charge

* the actual cost incurred by the public authority

Adopted by the Community December 2008 (subject to periodic review)