

INFORMATION AVAILABLE

FROM
TONYREFAIL AND DISTRICT
COMMUNITY COUNCIL

**UNDER THE
MODEL PUBLICATION SCHEME**

Revised by P. & R. Committee – 8th July 2015

Adopted by Council on 10th September 2015

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy available	Free or 10p per copy A4 plus 2 nd class postage
Who's who on the Council and its Committees	Hard Copy and/or website	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and/or website	
Location of main Council office and accessibility details	Hard Copy and/or website	
Staffing structure	Hard Copy	
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 and/or website)	Free or 10p per copy A4 plus 2 nd class postage
Annual return form and report by auditor	Hard Copy	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	Hard Copy	
Members' allowances and expenses	Hard Copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Free or 10p per copy A4plus 2 nd class postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard Copy or website)	Free or 10p per copy A4 plus 2 nd class postage
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy and or website	
Agendas of meetings (as above)	Hard Copy and or website and Notice board,	
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and or website	
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	Free or 10p per copy plus 2 nd class postage
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of Officers Code of Conduct	Hard Copy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Hard Copy	
Information Security Policy		
Records management policies (records retention, destruction and archive		
Data Protection Policy		
Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Free or 10p per copy plus 2 nd class postage
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk	
Assets Register	Hard Copy	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
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)	Free or 10p per copy plus 2 nd class postage
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy and/or Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Public conveniences	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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Contact details: **Pauline Williams – Clerk**
Trane Cemetery
Gilfach Road
Tonyrefail
Porth, CF39 8HL

Tel: **01443-673991**

Fax: **01443-676916**

e-mail: ton.cc@btconnect.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per sheet (black & white)	
	Photocopying @ 20p per sheet (colour)	
Statutory Fee		In accordance with the relevant legislation