

## Information available from Abertillery and Llanhilleth Community Council under the model Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (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 and/or website)	Web: £0 Paper and postage: cost of printing or postage (see schedule of charges below)
Who's who on the Council and its Committees	Website + hard copy	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website + hard copy	As above
Location of main Council office and accessibility details	Website + hard copy	As above
Staffing structure	N/A	
<p><b>Class 2 – What we spend and how we spend it</b> (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>	(hard copy and/or website)	
Annual return form and report by auditor	Website + hard copy, where applicable	As above
Finalised budget	Website + hard copy	As above
Precept	Website + hard copy	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website + hard copy	As above
Grants given and received	Website + hard copy, where applicable	As above
List of current contracts awarded and value of contract	Website + hard copy, where applicable	As above
Members' allowances and expenses	Website + hard copy	As above
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Community Plan (current and previous year as a minimum)	N/A	

Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Website + hard copy, where applicable	As above
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website + hard copy	As above
Agendas of meetings (as above)	Website + hard copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website + hard copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website + hard copy	As above
Responses to consultation papers	Website + hard copy, where applicable	As above
Responses to planning applications	Website + hard copy, where applicable	As above
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	Website + hard copy, where applicable	As above
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 + hard copy, where applicable	As above
Information security policy	Website + hard copy, where applicable	As above
Records management policies (records retention, destruction and archive)	Website + hard copy, where applicable	As above
Data protection policies	Website + hard copy, where applicable	As above

Schedule of charges (for the publication of information)	Website + hard copy, where applicable	As above
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or 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)	Inspection	
Assets Register	Inspection	
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 + hard copy	As above
Register of gifts and hospitality	Inspection, where applicable	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy	
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	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Abertillery and Llanhilleth Community Council Office, Mitre Street, Abertillery, NP13 1AE  
 Email: [clerk.alcc@gmail.com](mailto:clerk.alcc@gmail.com) Tel: 01495 217323

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing or photocopying @ 1p per sheet (black & white)	Actual cost to the Council to be recharged to the recipient – if above £10 *
	Printing or photocopying @ 5p per sheet (colour)	Actual cost to the Council to be recharged to the recipient – if above £10 *
	Postage	Actual cost to the Council of Royal Mail standard 2 <sup>nd</sup> class to be recharged to the recipient – if above £10 *
<b>Statutory Fee</b>	If applicable	In accordance with the relevant legislation (quote the actual statute)
	Freedom of Information requests	In line with the FOI Act and guidance in force at the time of the request
<b>Other</b>		

\* the actual cost incurred by the public authority