

Llangammarch Community Council

Freedom of Information Act - Policy

November 2018 (*review May 2019*)

***Information that is available under the Information Commissioners Office
model publication scheme***

Information to be published	How the information can be obtained
Class1 - Who we are and what we do Organisation, information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	Hard Copy, email, website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy or email Clerk's Details on Website
Inspection Reports, Replies to planning issues	Hard Copy, email, website
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)	
Annual return form and report by external auditor	Hard Copy, email, website
Finalised budget / Annual Accounts	Hard Copy, email, website
Precept	Hard Copy, email, website
Financial Standing Orders and Regulations	Hard Copy, email, website
Grants given and received – contained in Annual Accounts	Hard Copy, email, website
Members' allowances and expenses	Minuted, if taken
Chair's Allowance	Minuted, if taken

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Budget Plan (current a, previous three years and projected two years)	Minuted
Annual Report	Included in May Minutes each year
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three council years	
Timetable of meetings (Council, any committee meetings)	Hard Copy, email, website
Agendas of meetings (as above)	Hard Copy, email, website
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email, website
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email, website
Responses to consultation papers	Minuted
Responses to planning applications	Minuted, website
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: Procedural standing orders	Hard copy, email, website.

Code of Conduct Policy statements	
Policies and procedures: 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)	Hard copy, email, website
Information security policy & Data Protection (GDPR)	Hard copy, email, website
Records management policies (records retention, destruction and archive)	Hard copy, email
Schedule of charges (for the publication of information)	Hard Copy, email, website
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)	None Held
Assets Register	Hard Copy, email, website
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)	Not held
Declaration of members' interests	Minuted monthly, hard copy, email, website
Register of gifts and hospitality	Hard copy or email

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <ul style="list-style-type: none"> • Current information only 	
Recreational facilities	Hard Copy, email, website
Seating, litter bins	Hard Copy, email
Public conveniences	Hard copy, email, website

Contact details: Sue Lilly, Clerk to Llangammarch Community Council, ‘Llanddewi’, Cefn Gorwydd, Llangammarch Wells, LD4 4DN.

Telephone – 01591 610792

email – clerk@llangammarchCC.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Cost including Clerk’s time
	Postage	£1
	Clerk’s Time	Covered in above charge
	PDF copy	No charge