

**Information available from CILYBEBYLL COMMUNITY COUNCIL under the MODEL PUBLICATION SCHEME, and prepared in accordance with the FREEDOM OF INFORMATION ACT**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk (see below)	Free 10p/sheet + postage
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Staffing structure	Website Hard copy – contact Clerk	Free 10p/sheet + postage
<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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website or hard copy on community centre notice boards – contact Clerk for copies	Free 10p/sheet + postage
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Precept	Website Hard copy Minutes – contact Clerk	Free 10p/sheet + postage
Borrowing Approval letter	Not applicable – no borrowing	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Grants given and received	Website Hard copy – contact Clerk	Free 10p/sheet + postage
List of current contracts awarded and value of contract	Website Hard copy Minutes – contact Clerk	Free 10p/sheet + postage
Members' allowances and expenses	Not applicable – none paid other than Chairman's Allowance in order to defer the expenses of his/her office – hard copy Minutes – contact Clerk	10p/sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	Not applicable – none prepared	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable – none prepared	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet + postage

Information to be published	How the information can be obtained	Cost
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet + postage
Responses to planning applications	Hard copy – contact Clerk	10p/sheet + postage
<del>Bye-laws</del> – None within Council’s responsibility		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• <del>Committee and sub-committee terms of reference</del> - not required as roles explicit</li> <li>• <del>Delegated authority in respect of officers</del> - no delegated powers available</li> <li>• Code of Conduct</li> <li>• Policy statements, where relevant</li> </ul>	Unless otherwise stated –  Website Hard copy – contact Clerk	Free 10p/sheet + postage
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Written policies and procedures are not available, but deference to procedures adopted by principal council or through One Voice Wales, where necessary - contact Clerk. Complaints should be made to the Chairman of the Council or to the Clerk in writing	
<del>Information security policy</del> – none in place		
Records management policies (records retention, destruction and archive)	Electronic and hard copy – contact Clerk	10p/sheet + postage

Information to be published	How the information can be obtained	Cost
Data protection policies	Written policies and procedures are not available, but deference to procedures adopted by principal council or through One Voice Wales, where necessary - contact Clerk. Complaints should be made to the Chairman of the Council or to the Clerk in writing	
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p/sheet + postage
<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)	
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – none held</del>		
Assets Register – insurance valuation register only	By inspection at pre-arranged appointment	
<del>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) – none held</del>		
Register of members' interests	Website Hard copy Minutes – contact Clerk	Free 10p/sheet + postage
<del>Register of gifts and hospitality – none held, not applicable given nature of Council</del>		
<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) Current information only	(hard copy or website; some information may only be available by inspection)	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<del>Allotments – none within area</del>		
<del>Burial grounds and closed churchyards – none within Council's responsibility</del>		
Community centres and village halls	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Seating, litter bins, clocks, memorials and lighting – within Council premises only	Website Hard copy – contact Clerk	Free 10p/sheet + postage
<del>Bus shelters – none within Council's responsibility</del>		
<del>Markets - none within Council's responsibility</del>		
<del>Public conveniences - none within Council's responsibility</del>		
Agency agreements – maintenance of public rights of way for principal council	Hard copy – contact Clerk	10p/sheet + postage
<del>A summary of services for which the council is entitled to recover a fee, together with these fees (eg burial fees) - none within Council's responsibility</del>		
<b>Additional Information</b> <del>This will provide Councils with the opportunity to publish information that is not itemised in the lists above – not required</del>		

### Contact details:

Rowland Lanchbury, Clerk and Responsible Financial Officer, Cilybebyll Community Council,  
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[cilybebyll@sky.com](mailto:cilybebyll@sky.com)

01792 864061

[www.cilybebyll.net](http://www.cilybebyll.net)

## 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>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None applicable	

\* the actual cost incurred by the public authority