

# ABERHAFESP COMMUNITY COUNCIL

## Publication Scheme

Adopted 30/01/2019 Reviewed May 2021

Aberhafesp Community Council has a duty under the Freedom of Information Act to adopt and maintain a publication scheme, and will proactively publish or otherwise make available as a matter of routine, information which is held by the Community Council and falls within the classifications below.

### Freedom of Information Requests

This publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested. The Council has a right to withhold confidential and sensitive information. Where a request for information is made, we will either provide the information requested or issue a notice stating the reason(s) why any information requested cannot be provided. You will be informed of the outcome of your request no later than the twentieth working day following the date the request is received.

### Charges

The Council aims to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The Council may charge for information under this scheme; however, any charges will be on the basis of cost recovery, and will be kept to a minimum. Anyone requesting information will be informed of any charge, and payment may be requested prior to the provision of the information. Charges may be made for actual disbursements incurred such as photocopying, postage and costs directly incurred as a result of viewing information

### Schedule of Charges

This describes how the charges have been arrived.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard second class.
Statutory Fee		The council may depending on the information requested, and the work involved charge for the clerks time. A minimum charge of 15 minutes will be applied.
		<b>*The actual cost incurred by the Community Council</b>

## Information available from **Aberhafesp** Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - 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)	
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free Actual cost
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – Contact Clerk	Free Actual cost
Location of main Council office and accessibility details	N/A	
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	Hard Copy – Contact Clerk	Actual cost
Finalised budget	Website Hard Copy – Contact Clerk	Free Actual cost
Precept	Hard Copy – Contact Clerk	Actual cost
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy – Contact Clerk	Free Actual cost
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	

Independent Remuneration Panel for Wales - Members' allowances and expenses	Website Hard Copy – Contact Clerk	Free Actual cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(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	N/A	
<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)	
Notification of meetings	Website	Free
Agenda of meetings	Website Notice Boards Hard Copy – Contact Clerk	Free Free Actual cost
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 Actual cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website (minutes) Hard Copy	Free Actual cost
Responses to consultation papers	Hard Copy – Contact Clerk	Actual cost
Responses to planning applications	Hard Copy – Contact Clerk	Actual cost
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Model Code of Conduct Publication Scheme Financial Risk Assessment Unacceptable Actions by Individuals</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Free Actual cost</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Hard Copy – Contact Clerk (if available)</p>	<p>Actual cost</p>
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(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)	N/A	
Assets Register	Hard Copy – Contact Clerk	Actual cost
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	Hard Copy – Contact Clerk	Actual cost
Register of gifts and hospitality	Hard Copy – Contact Clerk	Actual cost
Burial Register	N/A	

<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
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 (eg burial fees)	N/A	
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

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