

Information available from Llanfairfechan Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, location and contacts) This will be current information only		
Who's who on the Council and its Committees	Website	Free
	Town Council Notice Board – by inspection	Free
	Library - by inspection	Free
	Hard Copy – Contact the Clerk	10p a sheet
Contact details for Town Clerk and Council members	Website	Free
	Town Council Notice Board – by inspection	Free
	Library – by inspection	Free
	Hard Copy – Contact the Clerk	10p a sheet
Location of main Council office and accessibility details	Website	Free
	Town Council Notice Board – by inspection	Free
	Library- by inspection	Free
Staffing structure	Website	Free
	Town Council Notice Board – by inspection	Free

Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
	Hard Copy – contact Clerk	£1.00 per copy
Finalised budget	Website – with minutes	Free
	Hard Copy – contact Clerk	10p a sheet
Precept	Website – within minutes	Free
	Hard Copy – contact Clerk	10p a sheet

Borrowing Approval letter	N/A at present time	
Financial Standing Orders and Regulations	Available to inspect – contact Clerk	Free
	Hard Copy – contact Clerk	£2.00 a copy
Grants given and received	Website – within minutes	Free
	Hard Copy – contact Clerk	10p a sheet
List of current contracts awarded and value of contract	Contact Clerk	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	Hard Copy – contact Clerk	£1.00 a copy
Annual Report to Community Meeting (current and previous year as a minimum)	Within minutes – Hard Copy – contact Clerk	10p a sheet
Quality status	N/A at present time	
Local charters drawn up in accordance with Welsh Government guidelines	Available to inspect – contact Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website	Free
	Town Council Notice Board - by inspection	Free
	Library – by inspection	Free
	Hard Copy – Contact the Clerk	10p a sheet
Agendas of meetings (as above)	Website	Free
	Town Council Notice Board	Free
	Hard Copy – Contact the Clerk	10p a sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Library – by inspection	Free
	Hard Copy – Contact the Clerk	10p a sheet

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact the Clerk	10p a sheet
Responses to consultation papers	Hard Copy - contact the Clerk	10p a sheet
Responses to planning applications	Website - Included in Minutes	Free
	Library – by inspection included in Minutes	Free
	Hard Copy – Contact the Clerk	10p a sheet
Bye-laws	No Information Held	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – Contact the Clerk	£1.00 a copy
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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 – Contact the Clerk	£1.00 a copy
Information security policy	Inspection By Request - contact the Clerk	Free
Records management policies (records retention, destruction and archive)	Inspection By Request - contact the Clerk	Free
Data protection policies	Inspection By Request - contact the Clerk	Free
Schedule of charges (for the publication of information)	N/A	

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)

Assets Register	Inspection By Request - contact the Clerk	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town/Community councils)	Inspection By Request - contact the Clerk	Free
Register of members' interests	Inspection By Request – contact the Clerk	Free
Register of gifts and hospitality	Inspection By Request - contact the Clerk	Free

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

Allotments	Provided by CCBC	
Burial grounds and closed churchyards	Provided by CCBC	
Community centres and village halls	None owned	
Parks, playing fields and recreational facilities	Provided by CCBC	
	Victoria Gardens -Inspection By Request – contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Provided by CCBC Cenotaph- Inspection by request – contact the Clerk	
Bus shelters	Provided by CCBC	
Markets	Provided by CCBC	
Public conveniences	Provided by CCBC Village Road-Inspection By Request – contact the Clerk	Free
Agency agreements	Inspection By Request – contact the Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with	None	

those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None at present	

Contact details: Ms E Shepherd, Town Clerk, Llanfairfechan Town Council, Town Hall, Village Road, Llanfairfechan, Conwy, LL33 0AB

Telephone 01248 681697

E-mail clerk@llanfirfechantownccouncil.co.uk or visit www.llanfairfechantowncouncil.co.uk

SCHEDULE OF CHARGES		
This describes how the charges have been arrived at and should be published as part of the guide.		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost 0.85p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	To cover time spent by staff collating the information	In accordance with the relevant legislation s236 LGA 1972