

Cyngor Cymuned Trefriw Community Council

FREEDOM OF INFORMATION ACT

Information available from Trefriw Community Council under the Model Publication Scheme

| Information to be published | How the information can be obtained |
|--|---|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | |
| Who's who on the Council | Hard copy /email/ notice boards/ Website |
| Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy /email/ notice boards/ Website |
| Location of Council office (Clerks Home) and accessibility details | Notice Boards/ 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) Current and previous financial year as a minimum | |
| Annual return form and report by auditor | Hard copy or inspection/ Website |
| Finalised budget | Hard copy or inspection/ Website |
| Precept | Hard copy or inspection/ Website |
| Borrowing Approval letter | Hard copy or inspection/ Website |
| Financial Standing Orders and Regulations | Hard copy or inspection/ Website |
| Grants given and received | Contained in Minutes on Notice Boards/ Hard copy or inspection/ email/ Website |
| List of current contracts awarded and value of contract | Hard copy or inspection/ Website |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| Annual Report to Community Meeting (current and previous year as a minimum) | Hard copy or inspection/ Website |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | |
| Timetable of Council meetings Council, any committee/sub-committee meetings and Annual meetings) | Notice boards/ Website |
| Agendas of meetings (as above) | Notice boards/ Website |
| Minutes of Council meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Notice boards//Post Office/hard copy/email/ Website |
| Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting | Notice boards//Post Office/hard copy/email/ Website |

| | |
|---|--|
| Responses to consultation papers | Details contained in Minutes |
| Responses to planning applications | Details contained in Minutes |
| 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 Code of Conduct Application form for councillors | E-mail, Hard copy or inspection/ Website |
| Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | E-mail, Hard copy or inspection/ Website |
| Data protection policies | On application to Clerk/ Website |
| Schedule of charges (for the publication of information) | Notice Boards/ Website |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy (some information may only be available by inspection) |
| Assets Register | On application to Clerk |
| Class 7 – The services we offer (Information about the services we offer. Current information only) | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | E-mail, Hard copy or inspection/ Website |
| Playing fields and recreational facilities | E-mail, Hard copy or inspection/ Website |
| Seating, litter bins, memorials, clocks and lighting | E-mail, Hard copy or inspection/ Website |
| Burial Grounds | E-mail, Hard copy or inspection/ Website |
| Additional Information Information that is not itemised in the lists above | |

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Inspection by arrangement | Free |
| | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

Contact details:

Clerk: Mr. Andrew Bradshaw, East, Top Road, Trefriw, LL27 0JU.

Phone: 07919596872 Email: clerk@trefriwcommunitycouncil.co.uk