

## Information available from Llangybi 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,-meeting locations and contacts)</p>	(hard copy and/or website)	
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	√	
<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)  Current and previous financial year as a minimum</p>	(hard copy and/or website)	
<p>Annual return form and report by auditor</p>	√	
<p>Finalised budget</p>	√	
<p>Precept</p>	√	
<p>Financial Standing Orders and Regulations</p>	√	
<p>List of current contracts awarded and value of contract</p>	√	
<p>Members' allowances and expenses</p>	√	
<p></p>		
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
<p>Community Plan (current and previous year as a minimum)</p>		

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of Council meetings	√	
Agendas of meetings (as above)	√	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	√	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. These will be attached to minutes of meetings	√	
Responses to consultation papers	√	
Responses to planning applications	√	
<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)           Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	√	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy		
Data protection policies	√	

<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)	
Assets Register		
Register of members' interests		
<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)	
Allotments		
Parks, playing fields and recreational facilities	??	
Seating, litter bins, Bus shelters		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		

**Contact details:**

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Chairman: Cllr Graham Rogers email [g.rogers@llangybi.org](mailto:g.rogers@llangybi.org)