

Cyngor Tref Pontarddulais Town Council

Freedom of Information Act

Information available from Pontarddulais 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 (Cyngor Tref Pontarddulais Town Council)	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard Copy/website	Nil
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/website	Nil
Location of main Council office and accessibility details	Hard Copy/website	Nil
Staffing structure	Hard Copy	Nil
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	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	Nil
Finalised budget	Hard Copy	Nil
Precept	Hard Copy	Nil
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy	Nil
Grants given and received	Hard Copy	Nil
List of current contracts awarded and value of contract	Hard Copy	Nil
Members' allowances and expenses	Hard Copy	Nil

Class 3 – What our priorities are and how we are doing (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	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy/website	Nil
Agendas of meetings (as above)	Hard Copywebsite	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Nil
Responses to consultation papers	Hard Copy	Nil
Responses to planning applications	Hard Copy	Nil
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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/website	Nil
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Hard Copy	Nil

Health and safety policy 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)		
Information security policy	Hard Copy	Nil
Records management policies (records retention, destruction and archive)	Hard Copy	Nil
Data protection policies	Hard Copy	Nil
Schedule of charges (for the publication of information)	Hard copy/website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(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	Nil
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)	Hard Copy	Nil
Register of members' interests	Hard Copy	Nil
Register of gifts and hospitality	Hard Copy	Nil
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	(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	Hard Copy	Nil
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	Hard Copy	Nil
Bus shelters	N/A	
Markets	Hard Copy/website	Nil
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details

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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 @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		