

**TRELAWNYD AND GWAENYSGOR COMMUNITY COUNCIL**  
**INFORMATION AVAILABLE**  
**UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	<p>Hard copy, electronically &amp; web site</p>	<p><b>See            Schedule of            charges            below on -            page 8</b></p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy, electronically &amp; web site</p>	<p>As above</p>
<p>Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy, electronically &amp; web site</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy, electronically &amp; web site  <b>Note;</b> office is situated at the home of</p>	<p>As above</p>

Approved 9<sup>th</sup> July 2020 (min: 12. 111/20)

	Clerk	
Staffing structure	Clerk is the only employee	
<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	Hard copy, electronically & web site	As above
Annual return form and report by auditor	Hard copy, electronically	As above
Finalised budget	Hard copy, electronically	As above
Precept	Hard copy, electronically & web site	As above
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy, electronically	As above
Grants given and received	Hard copy, electronically & web site	As above
List of current contracts awarded and value of contract	Hard copy	As above

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Members' allowances and expenses	Hard copy & electronically	As above
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and electronically  <b>Note;</b> only audits and inspections available - the rest not applicable	As above
Community Plan (current and previous year as a minimum)	Hard copy, electronically and website	
Annual Report to Community Meeting (current and previous year)	Bilingual newsletter is circulated annually. Hard copy, electronically and website	As above
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b>		

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(Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy, electronically & web site	As above
Timetable of meetings and location of Community meetings)	Hard copy, electronically & web site	As above
Agendas of meetings (as above)	Hard copy, electronically & web site	As above
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard copy, electronically & web site	As above
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Hard copy, electronically & possibly web site	As above
Responses to consultation papers	Hard copy, electronically & possibly web site	As above
Responses to planning applications	Hard copy, electronically	As above
Bye-laws	No Bye-laws passed by the Council	
<b>Class 5 – Our policies and procedures</b>		

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<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy, electronically - but some not applicable to the T&amp;GCC</p>	<p>As above</p>
<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>Hard copy, electronically &amp; possibly web site</p>	<p>As above</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>As above</p>	<p>As above</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy and electronically</p>	<p>As above</p>
<p>Schedule of charges ( for the publication of information)</p>	<p>As above ( see page 8 below also )</p>	<p>As above</p>

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy and electronically	As above
Assets Register	As above	As above
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Council)	As above ( Requests should be specific )	As above
Register of members' interests	As above	As above
Register of gifts and hospitality	As above	As above
<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)	As above - but most not applicable to the Council	As above
Current information only		
Allotments	Not applicable	

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Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy and electronically - not all applicable to the Council	As above
Playing fields and recreational facilities	Hard copy and electronically - not all applicable to the Council	As above
Seating, litter bins, clocks, memorials and lighting	Hard copy and electronically - not all applicable to the Community Council – detailed on Asset Register  <b>Note;</b> Responsibility for some seating. Street lights as identified on the Council web site <a href="https://www.gwaenysgorandrelawnyd.org.uk">https://www.gwaenysgorandrelawnyd.org.uk</a>	As above
Bus shelters	Number of bus shelters the responsibility of CC	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	

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A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	None - to date	

<p><b>Contact details:</b></p> <p><b>Mr Jason Baker</b>  <b>Clerk &amp; Financial Officer</b>  <b>Trelawnyd &amp; Gwaenysgor Community Council</b>  <b>2 St Clare's Court</b>  <b>Pantasaph</b>  <b>Holywell CH8 8RS</b></p> <p><b>Telephone: 07527 913235</b></p> <p><b>E-mail: <a href="mailto:clerk@tgcc.wales">clerk@tgcc.wales</a></b></p>	<p><b>SCHEDULE OF CHARGES</b></p> <table border="1"> <thead> <tr> <th data-bbox="1120 874 1415 1027">TYPE OF CHARGE</th> <th data-bbox="1415 874 1868 1027">DESCRIPTION</th> <th data-bbox="1868 874 2143 1027">BASIS OF CHARGE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1120 1027 1415 1177">Disbursement cost</td> <td data-bbox="1415 1027 1868 1177">Photocopying @10p per sheet (black &amp; white)</td> <td data-bbox="1868 1027 2143 1177">10p per sheet</td> </tr> <tr> <td data-bbox="1120 1177 1415 1361"></td> <td data-bbox="1415 1177 1868 1361">Postage</td> <td data-bbox="1868 1177 2143 1361">Actual cost of Royal Mail standard 1<sup>st</sup> class *</td> </tr> </tbody> </table>	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Disbursement cost	Photocopying @10p per sheet (black & white)	10p per sheet		Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> class *
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	<b>Statutory Fee</b>		In accordance with the relevant legislation *
	<b>Other</b>	Web Site: <a href="https://www.gwaenysgorandrelawnyd.org.uk">https://www.gwaenysgorandrelawnyd.org.uk</a>	Free of charge (Agendas, Minutes & Council Information only). All photographs are copyright,
			<b>* the actual cost incurred by the public authority</b>