

# PENYFFORDD COMMUNITY COUNCIL

## FREEDOM OF INFORMATION SCHEME



### Information available from Penyffordd Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted</i>		
Who's who on the Council and its Committees	Website, Hard copy Contact Clerk	10p per page
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Hard copy Contact Clerk	10p per page
Location of main Council office and accessibility details	Clerk's home address	10p per page
Staffing structure	Clerk and Litter Picker	10p per page
<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		
Annual return form and report by auditor	Website, Hard copy Contact Clerk	10p per page
Finalised budget	Website, Hard copy Contact Clerk	10p per page
Precept	Council January minutes. Website, Hard copy Contact Clerk	10p per page
Borrowing Approval letter	Not Applicable	10p per page
Financial Standing Orders and Regulations	Website, Hard copy Contact Clerk	10p per page
Grants given and received	Website, Hard copy Contact Clerk	10p per page
List of current contracts awarded and value of contract	Hard copy contact Clerk	10p per page
Members' allowances and expenses	Website, Hard copy Contact Clerk	10p per page
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Place Plan (current and previous year as a minimum)	Website, Hard copy Contact Clerk	10p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not Applicable	
Quality status	Not Applicable	
Local charters drawn up in accordance with WAG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard copy Contact Clerk	10p per page
Agendas of meetings (as above)	Contact Clerk	10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard copy Contact Clerk	10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard copy Contact Clerk	10p per page
Responses to consultation papers	Hard copy contact Clerk	10p per page
Responses to planning applications	Website, Hard copy Contact Clerk	10p per page
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

Policies and procedures for the conduct of council business: <i>Procedural standing orders</i> <i>Committee and sub-committee terms of reference</i> <i>Delegated authority in respect of officers</i> <i>Code of Conduct</i> <i>Policy statements</i>	Website, Hard copy Contact Clerk	10p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services <i>Recruitment policies (including current vacancies)</i> <i>Policies and procedures for handling requests for information</i> <i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>	Hard copy contact Clerk	10p per page
Data protection policies	Website, Hard copy Contact Clerk	10p per page
Schedule of charges (for the publication of information)	Website, Hard copy Contact Clerk	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (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)	Website, Hard copy Contact Clerk	10p per page
Assets Register	Website, Hard copy Contact Clerk	10p per page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website, Hard copy Contact Clerk	10p per page
Register of members' interests	Website, Hard copy Contact Clerk	10p per page
Register of gifts and hospitality	Website, Hard copy Contact Clerk	10p per page
<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		
Parks, playing fields and recreational facilities	Contact Clerk	10p per page
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	10p per page
Bus shelters	Contact Clerk	10p per page
Rights of Way	Contact Clerk	10p per page
Christmas Lighting	Contact Clerk	10p per page
Applications for Financial Assistance from Local Organisations	Contact Clerk	10p per page
Notice Boards	Contact Clerk	10p per page
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## 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
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour) Not Available	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	To cover time spent by staff collating the information	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

### Contact details:

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Email : [clerk@penyforddcouncil.org](mailto:clerk@penyforddcouncil.org)

**Reviewed, updated and approved by the Council at its Annual Meeting held on 10<sup>th</sup> May 2023**