

**Information available from Llanfaelog Community Council
under the Freedom of Information Act Model Publication Scheme**

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts Current information only	On request to the Clerk: Bodawen. Four Mile Bridge, Holyhead Anglesey LL65 2PJ llanfaelogcommunitycouncil@gmail.com 01407 740739 Hard copy or on the Website Home - Llanfaelog Community Council	10 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.
List of Council members and their responsibilities	As above	
Contact details for Council Members Phone number / email address	As above	
Contact details for Clerk and Council members	As above	
Location of main Council office and accessibility details	Bodawen, Four Mile Bridge, Holyhead, Anglesey LL65 2PJ No public access.	
Staffing structure	Clerk and one cleaner.	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy or on the Website	
Finalised budget	As above	
Precept	As above	

Borrowing Approval letter	As above	
All items of expenditure above £100	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	As above	
Council Plan	Not applicable	
Annual Report to Community Meeting	As above	
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings)	As above	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	As above	
Responses to consultation papers	As above	
Responses to planning applications	As above	

Bye-laws	As above	
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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	As above	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	As above	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	As above	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders 	As above	

<ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	As above	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	As above	
Register of members' interests	As above	
Register of gifts and hospitality	As above	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	As above	
Records management, personal data and access to information policies	As above	
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	As above	
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		
Cemetery	As above	
Village Hall	As above	

Parks, playing fields and recreational facilities	As above	
Seating, clocks and memorials	As above	
Bus shelters	As above	
Library	As above	
Public convenience	As above	
Agency agreements	As above	
Additional Information Information not itemised in the lists above		

CONTACT DETAILS AS ABOVE:

DATE:

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

* the actual cost incurred