



Information available from Penmaenmawr Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees?	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet</i>
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet Free</i>
Location of main Council office and accessibility details	<i>Website - Hard Copy – Contact Clerk</i>	<i>10p per sheet Free</i>
Staffing structure	<i>Website - Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Finalised budget	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Precept	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Borrowing Approval letter	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Financial Standing Orders and Regulations	<i>Hard Copy – Contact Clerk</i>	<i>sheet 10p per</i>
Grants given and received	<i>Hard Copy – Contact Clerk</i>	<i>sheet 10p per</i>
List of current contracts awarded and value of contract	<i>Hard Copy – Contact Clerk</i>	<i>sheet 10p per</i>
Members' allowances and expenses		

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)	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	<i>None Applicable at present</i>	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet</i>
Agendas of meetings (as above)	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet Free</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Website - Hard Copy – Contact Clerk</i>	<i>10p per sheet Free</i>
Responses to consultation papers	<i>Website -</i>	

	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Responses to planning applications	<i>Website - Hard Copy – Contact Clerk</i>	<i>Free 10p per sheet</i>
Bye-laws	<i>No information held</i>	
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	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
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 Health and safety policy Recruitment policies (including current vacancies)	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Records management policies (records retention, destruction and archive)	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Data protection policies	<i>Hard Copy – Contact Clerk</i> <i>Website -</i>	<i>10p per sheet</i> <i>Free</i>
Schedule of charges (for the publication of information)	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>
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)	<i>Not Held</i>	
Register of members' interests	<i>Not Held</i>	
Register of gifts and hospitality	<i>Hard Copy – Contact Clerk</i>	<i>10p per sheet</i>

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p><u>Allotments</u></p>	<p><i>Provided by C.C.B.C</i></p>	
<p>Burial grounds and closed churchyards</p>	<p><i>Provided by C.C.B.C</i></p>	
<p>Community centres and village halls</p>	<p><i>Hard Copy – Contact Clerk</i></p>	<p><i>10p per sheet</i></p>
<p>Parks, playing fields and recreational facilities</p>	<p><i>Hard Copy – Contact Clerk</i> <i>Provided by C.C.B.C</i></p>	<p><i>10p per sheet</i></p>
<p><u>Seating, litter bins, clocks, memorials and lighting</u></p>	<p><i>Provided by C.C.B.C</i></p>	
<p>Bus shelters</p>	<p><i>Provided by C.C.B.C</i></p>	
<p>Markets</p>	<p><i>Provided by C.C.B.C</i></p>	
<p>Public conveniences</p>		
<p><u>Agency agreements</u></p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)</p>	<p><i>None</i></p>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details:

**The Town Clerk
The Town Office,
3 Central Buildings,
Pant-yr-Afon,
Penmaenmawr,
Conwy
LL34 6AD**

Telephone: 01492 623221
E-mail clerk@penmaenmawr.org



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 @ 10p per sheet (black & white)	Actual cost * 1.5p/sheet, plus envelope and postage costs
	Photocopying @ 10p per sheet (colour)	Actual cost 1.5p/sheet, plus envelope and postage costs
	Postage Included	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 by the public authority

