

## Information available from Abergele Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (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>	<p><i>(hard copy and/or website)</i></p>	
<p>Who's who on the Council and its Committees</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Location of main Council office and accessibility details</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Staffing structure</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>

<p><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)</p> <p>Current and previous financial year as a minimum</p>	<i>(hard copy and/or website)</i>	
Annual return form and report by auditor	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Finalised budget	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Precept	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Borrowing Approval letter	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Financial Standing Orders and Regulations	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Grants given and received	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
List of current contracts awarded and value of contract	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Members' allowances and expenses	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<i>(hard copy or website)</i>	
Community Plan (current and previous year as a minimum): Notes to accompany annual budget and current list of needs identified	<i>Hard copy – contact Clerk</i>	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	<i>None applicable, at present</i>	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<i>(hard copy or website)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Agendas of meetings (as above)	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/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/sheet</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Responses to consultation papers	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Responses to planning applications	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Bye-laws	<i>No Information held</i>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<i>(hard copy or website)</i>	
Policies and procedures for the conduct of council business:		
Procedural standing orders	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Committee and sub-committee terms of reference	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>

Delegated authority in respect of officers Code of Conduct Policy statements	<i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i>	<i>10p/sheet</i> <i>10p/sheet</i> <i>10p/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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i>	<i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i>
Information security policy	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Records management policies (records retention, destruction and archive)	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Data protection policies	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Schedule of charges )for the publication of information)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
<b>Class 6 – Lists and Registers</b>  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)		
Assets Register	<i>Hard copy – contact Clerk</i>	<i>10p/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/sheet</i>
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	<i>Provided by C.C.B.C.</i>	
Burial grounds and closed churchyards	<i>Information available from C.C.B.C. and Abergele Joint Burial Board</i>	
Community centres and village halls	<i>None owned or run by A.T.C.</i>	
Parks, playing fields and recreational facilities	<i>Provided by C.C.B.C.</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Bus shelters	<i>Provided by C.C.B.C.</i>	
Markets	<i>None</i>	
Public conveniences	<i>Provided by C.C.B.C.</i>	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>

<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>		
<p><i>None at present</i></p>		

**Contact details:**

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Town Clerk and Responsible Financial Officer  
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Abergele  
LL22 7BT

Tel: 01745 833242 (Mon-Weds-Fri 9am to 4pm)  
e-mail: [info@abergele-towncouncil.co.uk](mailto:info@abergele-towncouncil.co.uk)  
or visit: [www.abergeletowncouncil.gov.uk](http://www.abergeletowncouncil.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority