

# LLANDRINDOD WELLS TOWN COUNCIL

## FREEDOM OF INFORMATION ACT - JANUARY 2009

### Information available under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	
Who's who on the Council and its Committees	Hard Copy or email
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy or email Clerks Details on Website
Location of main Council office and accessibility details	Hard Copy, email or Website
Staffing structure	N/A
<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> <ul style="list-style-type: none"> <li>• Current and previous financial year as a minimum</li> </ul>	
Annual return form and report by auditor	Hard Copy or email
Finalised budget / Annual Accounts	Hard Copy, email, website
Precept	Hard Copy, email, website
Borrowing Approval letter	N/A at present
Financial Standing Orders and Regulations	Hard Copy, email, website
Grants given and received – contained in Annual Accounts	Hard Copy, email, website
List of current contracts awarded and value of contract	N/A at present
Members' allowances and expenses	N/A
Mayor's Allowance	Minuted/part of precept

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Town Plan (current and previous year as a minimum)	N/A
Annual Report of Mayor(current and previous year as a minimum)	Included in May Minutes each year
Quality status	N/A in Wales
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, email
Agendas of meetings (as above)	Hard Copy, email, library
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email, library
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email
Responses to consultation papers	Hard Copy or email
Responses to planning applications	Hard Copy or email
Bye-laws	N/A
<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:  Procedural standing orders	Hard copy, email, where possible on website.



<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) <ul style="list-style-type: none"> <li>Current information only</li> </ul>	
Allotments	Hard copy, email
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Hard Copy or email
Seating, litter bins, clocks, memorials and lighting	N/A
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

**Contact details: Jane Johnston, Town Clerk, Old Town Hall, Temple Street, Llandrindod Wells, LD1 5DL.**

**Telephone – 01597 823116**

**email - [llandrindodcouncil@btconnect.com](mailto:llandrindodcouncil@btconnect.com)**

## **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost, (including costs below)
	Postage	Covered in above charge
	Clerk's Time	Covered in above charge
<b>Statutory Fee</b>	None	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None	