

Information available from Trelech a'r Betws Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free At cost
Contact details for Clerk and Council members	Website Hard copy – contact Clerk	Free At cost
Staffing structure	Website Hard copy – contact Clerk	Free At cost

Class 2 – What we spend and how we spend it		
Annual return form	Community Council Notice Board in Trelech Website Hard copy – contact Clerk	Free Free At cost
Report by auditor	Website Hard copy – contact Clerk	Free At cost
Finalised budget	Information available from Clerk Hard copy – contact Clerk	At cost
Precept	Website Hard copy – contact Clerk	Free At cost
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free At cost
Grants given and received	Information available from Clerk Hard copy – contact Clerk	At cost
List of current contracts awarded and value of contract	Information available from Clerk Hard copy – contact Clerk	At cost
Members' allowances and expenses	Information available from Clerk Website Hard copy – contact Clerk	Free At cost

Class 3 – What our priorities are and how we are doing		
Town Council policies, Code of Conduct, Standing Orders & Financial Regulations	Website Hard copy – contact Clerk	Free At cost
Audited Receipts and Payments Account	Website Hard copy – contact Clerk	Free At cost
Class 4 – How we make decisions		
Timetable of meetings	Website Hard copy – contact Clerk	Free At cost
Agendas of meetings	Website Hard copy – contact Clerk	Free At cost
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free At cost
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Information available from Clerk Hard copy – contact Clerk	At cost
Responses to consultation papers	Information available from Clerk Hard copy – contact Clerk	At cost
Responses to planning applications	Information available from Clerk Hard copy – contact Clerk	At cost

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Code of Conduct Policy statements</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free At cost</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free At cost</p>
Class 6 – Lists and Registers		
Currently maintained lists and registers (some information may only be available by inspection)		
Assets Register	Information available from Clerk	
Register of members' interests	Website Information available from Clerk	Free
Register of gifts and hospitality	Information available from Clerk	

Class 7 – The services we offer		
Current information only		
Seating, and lighting	Information available from Clerk Hard copy – contact Clerk	At cost

Contact details:

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Email: clerc@trelecharbetws.cymru

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

* the actual cost incurred by the public authority