

## Information available from Llanelli Rural Community 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per sheet
Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free Free
Staffing structure	Hard copy only – contact Clerk	10p per sheet
<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>	(hard copy and/or website)	
Audited accounts and report by auditor	Hard copy only – contact Clerk	10p per sheet

Finalised budget	Hard copy only – contact Clerk	10p per sheet
Precept	Website Hard copy only – contact Clerk	Free Free
Borrowing Approval letter (if applicable)	Hard copy only – contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Website Hard copy – contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy only – contact Clerk	10p per sheet
Members' allowances and expenses	Hard copy only – contact Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
	(hard copy or website)	
Strategic Plan	Website Hard copy – contact Clerk	Free 10p per sheet
Annual Service Plan	Website Hard copy – contact Clerk	Free 10p per sheet
IIP review	Hard copy only – contact Clerk	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p per sheet

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 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p per sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p per sheet
<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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy or website)  } } } hard copy only – } contact Clerk }	10p per sheet
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)	} } hard copy only – } contact Clerk }  } Website } Hard copy – contact Clerk	10p per sheet  Free 10p per sheet

Records management policies (records retention, destruction and archive)	Hard copy only – contact Clerk	10p per sheet
Data protection policies	Hard copy only – contact Clerk	10p per sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy – contact Clerk	10p per sheet
<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)	Hard copy only – contact Clerk	10p per sheet
Assets Register	Hard copy only – contact Clerk	10p per sheet
Register of members' interests	Hard copy only – contact Clerk	10p per sheet
Register of gifts and hospitality	Hard copy only – contact Clerk	10p per sheet
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Burial grounds and closed churchyards	Website	Free
	Hard copy – contact Clerk	10p per sheet
Footpaths	Hard copy only – contact Clerk	10p per sheet
Training services	Website	Free
	Hard copy – contact Clerk	10p per sheet
Grants to organisations	Website	Free
	Hard copy – contact Clerk	10p per sheet
	Website	Free

Community centres and village halls	Hard copy – contact Clerk	10p per sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, memorials and lighting	Hard copy only – contact Clerk	10p per sheet
Bus shelters	Hard copy only – contact Clerk	10p per sheet
Agency agreements	Hard copy only – contact Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
	Hard copy – contact Clerk	10p per sheet
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Mark Galbraith  
Clerk to the Council  
Llanelli Rural Council  
Vauxhall Buildings  
Vauxhall  
Llanelli  
SA15 3BD

telephone: 01554 774103  
email: [enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	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