

## Information available from Llangollen Rural Community Council under the model publication scheme enforced on 1<sup>st</sup> January, 2009.

| Information to be published  | How the information can be obtained       | Cost         |
|--|---|--------------|
| <p><b>Class1 - Who we are and what we do</b><br/>Llangollen Rural Community Council is a part of Wrexham County Borough Council, and covers the communities of Garth, Trevor and Froncysyllte. It's web site is <a href="http://www.llangollen-ruralcc.co.uk">www.llangollen-ruralcc.co.uk</a></p> |   |              |
| Who's who on the Council and its Committees  | See website or contact Clerk              | Free         |
| Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | See website or contact Clerk              | Free         |
| Location of main Council office and accessibility details  | See website or contact Clerk              | Free         |
| Staffing structure   | n/a                                       |              |
|  |   |              |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>Annual statement of accounts can be inspected by prior arrangement with the Clerk or can be seen on the web site.</p>  |   |              |
| Annual return form and report by auditor   | Hard copy – contact Clerk<br>See web site | 10p per page |
| Finalised budget   | Hard copy – contact Clerk                 | 10p per page |
| Precept  | Hard copy – contact Clerk                 | 10p per page |
| Borrowing Approval letter  | n/a                                       |              |
| Financial Standing Orders and Regulations  | Hard copy – contact Clerk<br>See web site | 10p per page |
| Grants given and received  | Hard copy – contact Clerk                 | free         |

|  |                                       |      |
|--|---------------------------------------|------|
| List of current contracts awarded and value of contract  | Hard copy – contact Clerk             | free |
| Members' allowances and expenses   | Web site or Hard copy – contact Clerk | free |
|  |                                       |      |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                       |      |
| Parish Plan (current and previous year as a minimum)   | n/a                                   |      |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | n/a                                   |      |
| Quality status   | n/a                                   |      |
| Local charters drawn up in accordance with DCLG guidelines   | n/a                                   |      |
|  |                                       |      |
| <b>Class 4 – How we make decisions</b><br>At monthly Council meetings and sub-committee meetings as required.                                    |                                       |      |
| Timetable of meetings (Council, and any committee/sub-committee meetings and parish meetings)  | See web site or contact Clerk         | Free |
| Agendas of meetings (as above)   | Web site or Hard copy – contact Clerk | free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Web site or Hard copy – contact Clerk | free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                    | Hard copy – contact Clerk             |      |
| Responses to consultation papers   | Hard copy – contact Clerk             |      |
| Responses to planning applications   | Web site                              |      |
| Bye-laws   | n/a                                   |      |
|  |                                       |      |

|   |  |              |
|---|--|--------------|
|   |  |              |
| <b>Class 5 – Our policies and procedures</b><br>Current information only  |  |              |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders **<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | Web site or Hard copy –<br>contact Clerk | 10p per page |
| Policies and procedures for the provision of services and about the employment<br>of staff:   | Not applicable                           |              |
| Information security policy   | Not applicable                           |              |
| Records management policies (records retention, destruction and archive)  | Hard copy – contact Clerk                |              |
| Data protection policies  | n/a                                      |              |
| Schedule of charges for the publication of information  | Contact Clerk                            |              |
|   |  |              |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only   |  |              |
| Any publicly available register or list (if any are held this should be publicised; in most<br>circumstances existing access provisions will suffice)   | n/a                                      |              |
| Assets Register   | Hard copy – contact Clerk                | free         |
| Disclosure log (indicating the information that has been provided in response to requests;<br>recommended as good practice, but may not be held by parish councils)   | Hard copy – contact Clerk                | free         |
| Register of members' interests  | Hard copy – contact Clerk                | free         |
| Register of gifts and hospitality   | Hard copy – contact Clerk                | free         |

|   |                           |      |
|---|---------------------------|------|
|   |                           |      |
| <b>Class 7 – The services we offer</b><br>Current information only  |                           |      |
| Allotments  | n/a                       |      |
| Burial grounds and closed churchyards   | Hard copy – contact Clerk |      |
| Community centres and village halls   | n/a                       |      |
| Parks, playing fields, playgrounds and recreational facilities  | Hard copy – contact Clerk |      |
| Seating and memorials   | Hard copy – contact Clerk |      |
| 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)                           | Hard copy – contact Clerk | free |
|   |                           |      |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |                           |      |
| Quarterly Newsletter  | Web site                  | Free |

**Contact details:**

Andrea Evans, Clerk to the Council, 59 Haytor Road, Wrexham, LL112PU.

07950 813858

Clerk.llangollenrural@gmail.com

## 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 @ 50p per sheet. | Actual cost *  |
|                          | 10p per sheet black & white   |  |
|                          |                               |  |
|                          | Postage                       | Actual cost of Royal Mail standard 1 <sup>st</sup> & 2 <sup>nd</sup> class |
|                          |                               |  |
| <b>Statutory Fee</b>     |                               | In accordance with the relevant legislation.                               |
|                          |                               |  |
| <b>Other</b>             | Burial & grave stone fees     | Contact Clerk  |
|                          |                               |  |

- the actual cost incurred by the public authority

Re-adopted 2010, 2011,12,13,14,15,16,17,18,19 and 2020  
Amended July 2016