

## Information available from Llandeilo Fawr Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Town Council Notice Board near Llandeilo market Hard copy – contact Clerk	Free Free At cost
Contact details for Clerk and Council members	Website Town Council Notice Board near Llandeilo market Hard copy – contact Clerk	Free Free At cost
Location of main Council office and accessibility details	Website Town Council Notice Board near Llandeilo market Hard copy – contact Clerk	Free Free At cost
Staffing structure	Website Town Council Notice Board near Llandeilo market Hard copy – contact Clerk	Free Free At cost

<b>Class 2 – What we spend and how we spend it</b>		
Annual return form	Town Council Notice Board by Llandeilo market	Free
Report by auditor	Hard copy – contact Clerk	At cost
Finalised budget	Information available from Clerk Hard copy – contact Clerk	At cost
Precept	Website Hard copy – contact Clerk	Free At cost
Borrowing Approval letter	Information available from Clerk Hard copy – contact Clerk	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 Hard copy – contact Clerk	At cost

<b>Class 3 – What our priorities are and how we are doing</b>		
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
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website Hard copy – contact Clerk	Free At cost
Agendas of meetings	Town Council Notice Board near Llandeilo market 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

<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>At cost</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy  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</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>At cost</p>
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers (some information may only be available by inspection)		
Assets Register	Information available from Clerk	
Register of members' interests	Information available from Clerk	
Register of gifts and hospitality	Information available from Clerk	

<b>Class 7 – The services we offer</b> Current information only		
Allotments	Information available from Clerk	
Town Trail leaflets	Available from many outlets in Llandeilo or from the Clerk	Free
Seating, and lighting	Information available from Clerk Hard copy – contact Clerk	At cost

**Contact details:**

The Shire Hall, 8 Carmarthen Street, Llandeilo, Carmarthenshire, Wales, SA19 6AF

Tel/Fax: 01558 823850

Email: [clerk@llandeilo.gov.uk](mailto:clerk@llandeilo.gov.uk)

The Clerk is available in the office at the Shire Hall each Tuesday between 5pm and 6pm. The offices are wheelchair accessible.

## 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

\* the actual cost incurred by the public authority