# POLICY STATEMENT ON THE DISSEMINATION OF INFORMATION TO THE COMMUNITY OF LISVANE

The overriding policy of the Lisvane Community Council is to endeavour to keep the residents of the village informed on issues relating to the Council and that such information is easy to obtain.

Lisvane Community Council has adopted and signed a Freedom of Information Agreement which they will adhere to at all times.

The current practice for obtaining information is as follows:-

## Community Council Meetings

**Notice of Meetings:-** Lisvane Community Council normally meets on the second Monday of each month. Although there are rare occasions when this has to be changed due to bank holidays etc.
Residents can check on the date of the next meeting as the full Agenda and Minutes are posted in the Notice Board outside Lisvane Stores and on Website on the Tuesday prior to each meeting. An agenda, minutes and all supporting documentation are also available from the Clerk.

## Attendance at Meetings

Any resident of Lisvane is entitled to attend meetings of the Community Council. The first 15 minutes of the meeting is set aside for members of the public to participate. Depending on the number of residents in attendance and the issues being raised it will be at the Chairman's discretion whether additional time is allocated. Residents who wish to raise specific issues are advised that it would be helpful if prior notice could be given to the Clerk of their attendance and the issue/s they wish to raise.
Resident participation/concerns are always dealt with at the start of the meeting following which individuals, if they so wish, may leave the meeting or are very welcome to remain as observers.

## Correspondence

Correspondence from residents will normally be acknowledged within 7 working days; stating the date of the next meeting of the Community Council at which their letter/note/e-mail will be considered. Following the Council Meeting a reply will be sent within 7 working days.

## Annual Financial Statement

In accordance with legislation the Community Council is required to have their Annual Accounts audited by an internal auditor who they are responsible for appointing (there are detailed criteria for the qualifications and requirements of an internal auditor). The final accounts are then audited by an external auditor appointed by the National Assembly. Notice of the date of the audit is posted on the notice board outside the Old School. During the notice period any resident is entitled to examine the account books and all supporting documentation, or view them on the website.

## Monthly Report

The Clerk will include an article in the LCA Link every month (except August).

Reviewed July 2015 - 14 May 2018, 13 May 2019, 11 May 2020, 11 May 2021, 9 May 2022, 15 May 2023, 13 May 2024, 12 May 2025, 11 May 2026

**Village Plan**
The Village Plan will be reviewed in November of each year to enable costing to be undertaken for inclusion in the following financial year commencing on 1st April.

**Public Meetings and Surveys**
On major issues and when requested, the Community Council will consider convening a public meeting. Surveys of residents' views will be undertaking utilising the LCA Link publication and for major projects consideration will be given to engaging an independent agency to undertake the survey.

**Archives**
Current and past information relating to the Community Council and the village is held by the Clerk. Residents who wish to access this information are requested to contact the Clerk. Copies of Community Council documents are currently provided free of charge (depending on the cost implications this policy is subject to review at anytime).

**Future Proposals**
Lisvane Community Council is committed to improving its use of electronic communication. The Community Council's Minutes and other relevant documents are displayed on the Community Web Site (lisvanecommunity.org.uk) together with other information relating to the village.