Information available from Lisvane Community Council under the model publication scheme

Please note that the fee payable for hard copies will be in accordance with the photocopying charges as displayed in the Old School Community Library but the lowest cost option available will be used

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Lisvane Community Council, The Old School, Llwyn-y-Pia Road, Lisvane Cardiff CF14 0SY All correspondence to the Clerk – Mr Haydn Davies, 7 Cherry Orchard Road, Lisvane CF14 0UD. Tel: 07979 530278	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy from the Clerk	Free Fee
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free

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	Hard copy from the Clerk	Fee
Location of main Council office and accessibility details	Website	Free
Staff – Lisvane Community Council employs a part time Clerk and a part time Admin Officer		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy from the Clerk	Fee
Finalised budget	Hard copy from the Clerk	Fee
Precept	Hard copy from the Clerk	Fee
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free Fee
Grants given and received	Website (See Minutes) Hard copy from the Clerk	Free Fee
List of current contracts awarded and value of contract	None at present	
Members' allowances and expenses	None at present	
Class 3 – What our priorities are and how we are doing Consolidate use of Lisvane Old School Community Centre	(hard copy or website) Website (see Minutes) Lisvane Link	 Free Free

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		to LCA Members (Annual Membership Fee £10
Village Plan (current and previous year)	Website Hard Copy from the Clerk	Free Fee
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	To be agreed	
Class 4 – How we make decisions (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 community meetings)	Website Community Notice Boards Hard copy from the Clerk	Free Free Fee
Agendas of meetings (as above)	Website Community Notice Boards	Free Free

	Hard copy from the Clerk	Fee
Minutes of meetings (as above)	Website Community Notice Board Hard copy from the Clerk	Free Free Fee
Reports presented to council meetings	Hard copy from the Clerk	Fee
Responses to consultation papers	Hard copy from the Clerk	Fee
Responses to planning applications	Hard copy from the Clerk	Fee
Bye-laws	Website Hard copy from the Clerk	Free Fee
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Freedom of Information	 Website Hard copy from the Clerk	 Free Fee
Risk Management	Hard copy from the Clerk	Fee
Administration and Policy Development	Hard copy from the Clerk	Fee

Good Governance	Hard copy from the Clerk	Fee
Ten year strategy	Hard copy from the Clerk	Fee
Complaints procedure	Hard copy from the Clerk	Fee
Equal Opportunities	Hard copy from the Clerk	Fee
Welsh Language	Hard copy from the Clerk	Fee
Unacceptable behaviour	Hard copy from the Clerk	Fee
Retention of documents	Hard copy from the Clerk	Fee
Fire Risk	Hard copy from the Clerk	Fee
Local Government model Code of Conduct	Hard copy from the Clerk	Fee
Internal procedure for VAT	Hard copy from the Clerk	Fee
Class 6 – Lists and Registers 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)	N/A	
Assets Register	Hard copy from the Clerk	Fee
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	
Register of members' interests	Hard copy from the Clerk	Fee
Register of gifts and hospitality	Hard copy from the Clerk	Fee
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Hard copy from the Clerk	Free Fee
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	Fee
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 (eg burial fees)	Land for the housing of Electricity and Water Sub Stations – annual fee 50p These were inherited leases which will be reviewed prior to renewal.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk: Haydn Davies Mob: 07979 530278

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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) (as per current charges by Lisvane Community Library)	Actual cost *
	Photocopying @ ..p per sheet (colour) (as per current charges by Lisvane Community Library)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority