

Llandybie Community Council
Freedom of Information Act 2000: Model publication scheme in operation from January 2009

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Members of the Council and contact details	Arrangements to view
Members of Committees and contact details	Arrangements to view
Class 2 – What we spend and how we spend it	
The quarterly budget monitoring reports, the precept, the annual return form and the auditor's annual report	Arrangements to view
Class 3 – What our priorities are and how we are doing	
Audits and reviews	Arrangements to view
Class 4 – How we make decisions	
Agendas of meetings	Arrangements to view
Minutes of meetings	Arrangements to view
This will exclude information that is properly regarded as private to the meeting.	
Class 5 – Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities	Arrangements to view
Policies and procedures for the conduct of business at Community Council meetings: procedural standing orders, financial regulations	Arrangements to view
Schedule of Charges (for publication of information)	See over

Class 6 – Lists and Registers Register of assets, register of attendance, declarations of interest	Arrangements to view
Class 7 – The services we offer Information about the services we offer	Contact with officers

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SCHEDULE OF CHARGES

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 @ 50p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail postage