

Information available from Laleston Community Council under the model publication scheme issued by the Information Commissioner's Office

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Hard copy/email	20p per sheet/free
Contact details for Clerk and Council members	Hard copy/noticeboards/website/email	20p per sheet/free/free/free
Location of main Council office and accessibility details	Hard copy/website/email	20p per sheet/free/free
Staffing structure	The council employs a Clerk, a Community Development Officer and a Facilities Officer	
What we spend and how we spend it		
Annual return form and report by auditor	Hard copy/website/email	20p per sheet/free/free
Finalised budget	Hard copy/email	20p per sheet/free
Precept	Hard copy/email	20p per sheet/free
Financial Standing Orders and Regulations	Hard copy/website/email	20p per sheet/free/free
Grants given and received	Hard copy/email	20p per sheet/free
List of current contracts awarded and value of contract	Hard copy/email	20p per sheet/free
Members' allowances and expenses	Hard copy/website/email	20p per sheet/free/free
What our priorities are and how we are doing		
Local charters drawn up in accordance with WG and WLGA guidelines	Not applicable	
How we make decisions		
Timetable of meetings	Hard copy/email	
Agendas of meetings	Hard copy/noticeboards/website/email	20p per sheet/free/free/free

Minutes of meetings– this will exclude information that is properly regarded as private to the meeting.	Hard copy/website/email	20p per sheet/free/free
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	20p per sheet/free
Responses to consultation papers	Hard copy/email	20p per sheet/free
Responses to planning applications	Hard copy/email	20p per sheet/free/
Bye-laws	Not applicable	
Our policies and procedures		
<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>	Hard copy/email	20p per sheet/free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering</p>	Hard copy/email	20p per sheet/free

requests for information and operating the publication scheme)		
Information security policy	Hard copy/email	20p per sheet/free
Records management policies (records retention, destruction and archive)	Hard copy/email	20p per sheet/free
Data protection policies	Hard copy/email	20p per sheet/free
Schedule of charges (for the publication of information)	Hard copy/email	20p per sheet/free
Lists and Registers		
Assets register	Hard copy/email	20p per sheet/free
Register of members' interests	Hard copy/email	20p per sheet/free
The services we offer		
Allotments together with fees	Hard copy/email	20p per sheet/free
Community centre and village hall	Hard copy/email	20p per sheet/free
Parks, playing fields and recreational facilities	Hard copy/email	20p per sheet/free
Seating, litter bins, clocks and lighting	Hard copy/email	20p per sheet/free
Bus shelters	Hard copy/email	20p per sheet/free
Hanging baskets	Hard copy/email	

Contact details:

Gail Jewell

Laleston Community Council

Bryntirion Community Centre

Bridgend

CF31 4EF

Email: clerk@lalestoncommunitycouncil.gov.uk

Website: lalestoncommunitycouncil.gov.uk

Noticeboard locations: 1) Elm Crescent, Bryntirion (outside Dance Studio), 2) Merlin Crescent (by sub-station on green area), 3) Merlin Crescent (outside Post Office), 4) Wood Green, 5) Llangewydd Road, Cefn Glas (next to turning onto St Winifred's Road), 6) Gentle Way, Broadlands (by Tesco Express), 7) Heol Blandy, Broadlands (opposite play park), 8) High Street, Laleston (by Post Office)

Schedule of charges:

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying @ 0.20p per sheet (black and white)	Actual cost *
	Postage	Actual cost of Royal Mail 1 st class

*The actual cost incurred by Laleston Community Council