

Guide to Information published by Llanfrynach Community Council under its Publication Scheme

Note - In table below, 'LCC' refers to 'Llanfrynach Community Council'

Information to be published	How information can be obtained or seen
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>	
Who's who on the Council and its Committees	- See LCC website
Contact details for Clerk and Council members, including address, telephone number and email address	- On Village notice boards - Delivered in Newsletter - See LCC website
The communities across which we operate (description and map)	- See LCC website
What the Community Council does	- See 'What we do' list on LCC website
<p>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</p>	
Annual return form and report by auditor	- See LCC website - On Village notice boards
Finalised budget	- See LCC website
Precept	- See LCC website
Financial Regulations	- See LCC website
Grants given and received	- Apply to Clerk
List of current contracts awarded and value of contract	- Apply to Clerk
Members' allowances and expenses	- Apply to Clerk

Class 3 – What our priorities are and how we are doing (Plans and reviews)	
Community Action Plan (referred to as ‘Action Plan’)	- See LCC website
Community Consultation - Last major consultation - Summer 2013 - Residents invited to submit new priorities; updated annually by Council for setting Precept	- Summary in Newsletter - Informed via Newsletter
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any community meetings)	- See LCC website
Agendas of meetings (as above)	- See LCC website
Minutes of meetings (as above) – excluding information that is properly private to the meeting.	- See LCC website
Responses to consultation papers	- See LCC website
Responses to planning applications	- Apply to Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for Council activities) Current information only	
Policies and procedures for the conduct of council business: - Standing Orders - Councillors’ Code of Conduct - Financial Regulations	- See LCC website - See LCC website - See LCC website
Policies and procedures for the provision of services: - Policies and procedures for handling requests for information - Complaints procedure	- See LCC website - See LCC website
Details of charges for the publication of information	- See page 3 below

Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any relevant publicly available register or list	- Apply to Clerk
Asset Register	- See LCC website
File of members' declarations of interest	- Apply to Clerk
File of any gifts or hospitality received	- Apply to Clerk
Class 7 – The services we offer (includes guidance and newsletters produced for our community) Current information only	
Community halls located in Groesffordd and Llanfrynach (in conjunction with community)	- See LCC website
Play grounds in Groesffordd and Llanfrynach	- See map on LCC website
Seating	- See map on LCC website
Bus shelters in Groesffordd, Llanfrynach, Llanhamlach and Nant Ddu	- See map on LCC website
Public conveniences in Llanfrynach (in conjunction with community)	- See map on LCC website
Notice boards in Cantref, Groesffordd, Llanfrynach, Llanhamlach, Llechfaen and Nant Ddu	- See map on LCC website
'Where We Belong' newsletter (3 times / year)	- See LCC website - Delivered to all community
Councillors are always willing to try to help residents on community issues where they can or to find the right official or contact to deal with specific problems.	- See LCC website - 'What we do' and 'Contact us'

Contact details: Mrs Bronwyn Fox, Clerk to the Community Council, The Lodge, Llanfrynach, Brecon, LD3 7AJ
Tel: 01874 665714 email: bronwyn.fox@llanfrynach-community.org.uk

Notes:

1. Any charges to the public for providing documents will be at the actual cost incurred by the Community Council.
2. Some information is only available for inspection. Requests for paper copies of such information must be justified.
3. Residents unable to access the LCC website should apply to the Clerk for a paper copy of what they want to see.