

INFORMATION AVAILABLE FROM LLANELLI TOWN COUNCIL UNDER ITS PUBLICATION SCHEME – MARCH 2022

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard copy – contact Town Clerk	Free 1p/sheet (black & white) 6p/sheet (colour)
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)
Location of main Council office and accessibility details	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)
Staffing structure	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
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		
Annual financial statements	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)
Finalised budget	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)

Precept	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Financial Reports to Council and Committees	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Financial Standing Orders and Regulations	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Grants given and received	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
List of current contracts awarded and value of contract	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Members' allowances and expenses	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Internal Auditor's Report	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Council Annual Report	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Council and Committee reports	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
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, Planning, Licensing & Consultation Committee and Building & Finance Committee)	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)

Agendas of meetings (as above)	Website Hard copy – contact Town Clerk	Free 1p/sheet (black & white) 6p/sheet (colour)
Minutes of meetings (as above) - N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	Free 1p/sheet (b & w) 6p/sheet (colour)
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Responses to consultation papers	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Responses to planning applications	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders) Committee and sub-committee terms of reference) Code of Conduct) Policy statements)	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy</p> <p>Complaints procedure</p> <p>Data Protection Policies</p>	<p>Website Hard copy – contact Town Clerk</p> <p>Website Hard copy – contact Town Clerk</p> <p>Website Hard copy – contact Town Clerk</p>	<p>1p/sheet (black & white) 6p/sheet (colour)</p> <p>Free 1p/sheet (black & white) 6p/sheet (colour)</p> <p>1p/sheet (black & white) 6p/sheet (colour)</p>
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only</p>		
<p>Assets Register</p>	<p>Hard copy – contact Town Clerk</p>	<p>1p/sheet (b & w) 6p/sheet (colour)</p>
<p>Register of members’ interests</p>	<p>Website Hard copy – contact Town Clerk</p>	<p>1p/sheet (b & w) 6p/sheet (colour)</p>
<p>Register of gifts and hospitality</p>	<p>Website Hard copy – contact Town Clerk</p>	<p>1p/sheet (b & w) 6p/sheet (colour)</p>
<p>Class 7 – The services we offer</p>		
<p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Current information only</p>		

Allotments	Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)
Community centres and parks and playing fields	Website Hard copy – contact Town Clerk	1p/sheet (b & w) 6p/sheet (colour)

Contact details: Town Clerk, Llanelli Town Council, The Old Vicarage, Town Hall Square, Llanelli, SA15 3DD.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet (black & white)	Actual cost *
	Photocopying @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 st class
Statutory Fee (if any)		In accordance with the relevant legislation

* the actual cost incurred by the public authority