

**Information available from Valley Community Council under the model publication scheme
(2019/2020)**

Contact details:

Gwenda Owen, Clerk/RFO to the Council
 Trigfa, Four Mile Bridge, Anglesey, LL65 2EZ
 Tel: 07971 880101/01407 740046
 Email: valleycommunitycouncil@gmail.com

Contact details for Councillors:

Website: www.valley-community-council.wales
 Noticeboard (located on the A5 by the clock at entrance
 to Stermat Car Park)
 Email: valleycommunitycouncil@gmail.com

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet	Actual cost 10p* per sheet
	Postage	Actual cost of Royal Mail Standard 2 nd class**
	Electronic	No cost.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		The basic charges above includes all costs as specified but does not include the Clerk's time; where applicable and depending on the information requested and the time taken to prepare it, there may be a charge and this will be £12.50 per hour or part therefore with a minimum 15 minutes chargeable.

*The actual cost incurred by the Community Council. ** unless urgency dictates different class of postage

The list will be reviewed annually

Information to be published

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do. (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page</p>	<p>Free Free 10p sheet & postage</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>Free</p>
<p>Contact details for Clerk and Council members</p>	<p>Website Noticeboard</p>	<p>Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>The council does not have an office. Clerk's contact details via the website and noticeboard. Council meetings held at the pavilion, Parc Mwd, off Station Road, Valley.</p>	
<p>Staffing Structure</p>	<p>Currently 1 p/t staff, the Clerk/RFO, contact details via website and notice board</p>	
<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 as a minimum)</p>	<p>Minutes on Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page</p>	<p>Free Free 10p sheet & postage</p>
<p>Financial Regulations</p>	<p>Website: www.valley-community-council.wales</p>	<p>Free</p>

	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Annual return form and report by auditor	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Finalised budget/Precept	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Expenditure and Income Summary	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Grants given and received	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Borrowing approval letter	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
List of current contracts awarded and value of contract (value not disclosed if commercially sensitive)	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Members allowances and expenses	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Class 3 – What our priorities are and how we are doing		
Community Plan	No plan currently in place	
County Council/Community Council Charter	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum	Via regular council meetings and minutes	

Timetable of meetings	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Agendas of meetings	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page Noticeboard	Free Free 10p sheet & postage Free
Minutes of meetings	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Reports Presented to council meetings (where appropriate)	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Responses to consultation papers	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Responses to planning applications	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page Website: www.valley-community-council.wales (Minutes)	Free 10p sheet & postage Free
Bye-laws	Not applicable	
Class 5 – Our policies and procedures. (Current written protocols, policies and procedures for delivering our services and responsibilities, where applicable). Current information only.		
Procedural Standing Orders	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Committee terms of reference	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Code of Conduct	Website: www.valley-community-council.wales	Free

	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Policy Statements	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Policies and procedures for the provision of services and about the employment of staff where applicable: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
GDPR – Data protection policies and privacy policy	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Schedule of charges (for the publication of information)	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Bench Sponsorship Policy	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Welsh Language Policy	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Social Media Policy	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Complaints Policy	Website: www.valley-community-council.wales	Free

	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Biodiversity and Resilience of Ecosystems Policy	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Disclosure log (discretionary)	Not kept	
Register of Members Interests	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Register of gifts (donations)	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Class 7 – The Services we offer		
Burial ground/Ynys Wen Cemetery	Website: www.valley-community-council.wales By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Parc Mwd Community Park	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Play Area, Spencer Road, Valley	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Bus shelters	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Public footpaths (maintenance only)	By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free 10p sheet & postage

Seating, litter bin, clocks, memorials	Website: www.valley-community-council.wales (Minutes) By email: valleycommunitycouncil@gmail.com Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
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