



VALLEY COMMUNITY COUNCIL

Model Publication Policy

Information available from Valley Community Council under the model publication scheme

Reviewed: 21/05/2025

Approved: 21/05/2025

Contact Details:

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 Tel: 07375 781090
 Email: clerk@valley-community-council.wales

Contact Details for Councillors:

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

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

Information to be published

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) This will be current information only	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Who's who on the Council and its Committees	Website	Free
Contact details for Clerk and Council members	Website Noticeboard	Free Free
Location of main Council office and accessibility details	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.	
Staffing Structure	Currently 1 p/t staff, the Clerk/RFO, contact details via website and notice board	
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)	Minutes on Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Financial Regulations	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Annual return form and report by auditor	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Finalised budget/Precept	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage

Borrowing approval letter	By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Agendas of meetings	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Responses to consultation papers	By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free 10p sheet & postage
Responses to planning applications	By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free 10p sheet & postage

	Website: www.valley-community-council.wales (Minutes)	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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Code of Conduct	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Policy Statements	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Bench Sponsorship Policy	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Welsh Language Policy	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Social Media Policy	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Complaints 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
Biodiversity and Resilience of Ecosystems Policy	Website: www.valley-community-council.wales By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Bus shelters	Website: www.valley-community-council.wales (Minutes) By email: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage
Public footpaths (maintenance only)	By email: clerk@valley-community-council.wales 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: clerk@valley-community-council.wales Hard copy: Contact clerk details on front page	Free Free 10p sheet & postage