

# **FREEDOM OF INFORMATION**

## **PUBLICATION SCHEME**

In accordance with the Freedom of Information Act and the Environmental Information Regulations, all information held by the Community Council in the following classes is available as shown below:-

### **CLASS 1 WHO WE ARE AND WHAT DO WE DO**

**Who's Who in the Council** - Information

available via

Community Council website – [www.croesyceiliogandllanyrafoncc](http://www.croesyceiliogandllanyrafoncc)

#### **Contact Details**

For individual Councillors, see the council's website . The Clerk can be contacted by telephone on 01633 869933 or by email – [clerk@croesyceiliogandllanyrafoncc.org.uk](mailto:clerk@croesyceiliogandllanyrafoncc.org.uk)

#### **Council Office**

The Council's office is in Woodland Road Sports & Social Centre , Woodland Road Croesyceiliog , Cwmbran NP44 2DZ

Information about the Council is also available on the [www.croesyceiliogandllanyrafoncc](http://www.croesyceiliogandllanyrafoncc)

The Council's Staff consists of a part-time Clerk and Administrator.

#### **The Function of the Council**

The Community Council's activities include :

- Representing residents' views
- monitoring environmental problems,
- reviewing planning applications,
- representing Croesyceiliog & Llanyrafon on external bodies,
- making grants to voluntary organisations
- environmental improvements.

### **CLASS 2 -WHAT WE SPEND AND HOW WE SPEND IT**

Financial information relating to projected and actual income and expenditure, procurement, contracts, financial audits and auditors' reports; members' expenses and

Chairman's allowance, grant application forms are available on the Community Council's Website, and copies may be obtained from the Clerk

### **CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING**

The Community Council's business plan is available on the Council website. Alternatively a copy can be obtained from the Clerk.

### **CLASS 4 – HOW WE MAKE DECISIONS**

Council agendas and minutes are available on the Council's website & copies can be obtained from the Clerk.

### **CLASS 5 – OUR POLICIES AND PROCEDURES**

The following are available on the Council's website.

Standing Orders

Business Plan

Policy Statements

Copies can be obtained from the Clerk.

### **CLASS 6 – LISTS AND REGISTERS**

The following are available on the Council's website.

- Asset Register
- Payments made to Councillors

### **CLASS 7 – THE SERVICES WE OFFER**

Representing the interests of Residents

- Awarding grants
- Supporting community activities
- Providing minor environmental improvements.
- Regular and timely communications via social media

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### **-NOTES**

#### **a) Charges**

In accordance with guidance from the Information Commissioner's Office, the Council will make the appropriate charges to cover costs. Charges to be paid in advance.

All information on the Council's Website, is, of course, free.

**b) Time Scale**

We will endeavour to meet requests for information within 20 working days (i.e. discounting Saturdays, Sundays and public holidays) from the date or receipt of a written request.

**c) Contacting the Clerk**

The Clerk works on a part-time basis & it is preferable for requests for information to be sent in writing to :

- Clerk to the Community Council , Woodland Road Sports & Social Centre , Woodland Road Croesyceiliog , Cwmbran NP44 2DZ
  
- or via e-mail to [clerk@croesyceiliogandllanyrafoncc.org.uk](mailto:clerk@croesyceiliogandllanyrafoncc.org.uk)

**d) If Requested Information cannot be supplied**

Certain types of information are subject to official exemption and exceptions. For example, information covered by the General Data Protection Regulations. If we need to withhold any information, the reason for this will be explained to you. Repeated or vexatious requests may be refused.

**e) Appeals**

Applicants may appeal if:-

- the response took longer than 20 working days.
- information was withheld and they believe that the exemption or exception has been wrongly applied.
- the calculation of costs contravenes the Fees Regulations.
- the community council has, in any other way, mishandled the request.

The initial appeal should be made the Community Council itself, for consideration by internal review. If you are not satisfied with the outcome of this, the next stage of appeal is to the Information Commissioner at :-

Information Commissioner's Office (Wales), Cambrian Buildings, Mount Stuart Square, Cardiff CF10 1FL (<http://www.ico.gov.uk>).

If you are dissatisfied with the Commissioner's decision, there is a further right of appeal to the Information Tribunal.