

Cyngor Cymuned PONTYCLUN Community Council

Publication Scheme

Information to be published	How the information can be obtained online or hard copy	Cost
Class1 - Who we are and what we do		
Who's who on the Council and contact details	Website or contact clerk who will advise. Also on noticeboards	
Working Groups and terms of reference	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Location of main Council office and accessibility details	Website or contact clerk who will advise	
Contact details for Clerk	Website or contact clerk who will advise also on noticeboards	

Information to be published	How the information can be obtained online or hard copy	Cost
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Finalised budget	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Precept	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Grants given and received	Website Hard copy from the Clerk	Free download or 5p per hard copy page
List of current contracts awarded and value of contract	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Members' allowances and expenses	Website Hard copy from the Clerk	Free download or 5p per hard copy page

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Class 3 – What our priorities are and how we are doing		
Mission Statement and Strategic Objectives	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Community Plans & Local Charters	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Class 4 – How we make decisions		
Timetable of Council meetings	Website – also published on Community Notice boards Hard copy from the Clerk	Free download or 5p per hard copy page
Agendas of meetings	Website – also published on Community Notice boards prior to meetings Hard copy from the Clerk	Free download or 5p per hard copy page
Minutes of meetings	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Reports presented to council meetings	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Responses to consultation papers	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Responses to planning applications	RCT CBC Website Hard copy from the Clerk	Free download or 5p per hard copy page

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Class 5 – Our policies and procedures		
Governance Documents Standing Orders Financial Regulations Councillors’ Code of Conduct Social Media Policy Press Policy	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Policies and procedures for the provision of services and about the employment of staff: Welsh Language Policy Complaints Grievance & Disciplinary procedures Equality and Diversity Policy Health & Safety Policy Freedom of Information Publication Scheme Current vacancies Policies and procedures for handling requests for information, security, data protection & records management	Website Hard copy from the Clerk	Free download or 5p per hard copy page Details of current vacancies will be provided in hard copy free of charge to prospective applicants

Information to be published	Information to be published	Information to be published
Class 6 – Lists and Registers		
Assets Register	Website has a shortened version showing key assets PDF or hard copy from clerk	Free pdf or 5p per hard copy page
Register of gifts and hospitality	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Resister of Members Interests	Website Hard copy from the Clerk	Free download or 5p per hard copy page

Class 7 – The services we offer
Public conveniences at Heol Yr Orsaf
Management of Ivor Woods
Grass cutting and Footpath maintenance
Maintaining area around War Memorial in Pontyclun and looking after War Memorial plaques in Groesfaen
Litters bins and Dog Mess bins
Street Furniture – Benches, Bus shelters, noticeboards
Management of Pontyclun Park and playground
Management of Café 50
Community events – such as Picnic in the Park and Christmas in Pontyclun
Running of Community groups such as – Café 50 Film Club, Café 50 Quiz, Afternoon Social (Dementia Support Group), Pontyclun Walking Rugby
Other information
<p>Contact details: Clerk, Pontyclun Community Council, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, CF72 9EE</p> <p>Tel 01443 238 500 e-mail clerk@pontyclun-cc.gov.wales</p> <p>In addition to the charges quoted above the council will seek to recover any postage costs incurred sending information. If the Council receives a request for information which is likely to take more than 9 hours to complete we have the right to decline to provide this information</p>

