



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Information available under the Freedom of Information Publication Scheme

Information to be published	How the information can be obtained online or hard copy	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy from the Clerk	Free 5p/sheet
Contact details for Clerk and Council members	Website Hard copy from the Clerk	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy from the Clerk	Free 5p/sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy from the Clerk	5p/sheet

Information to be published	How the information can be obtained online or hard copy	Cost
Finalised budget	Website Hard copy from the Clerk	Free 5p/sheet
Precept	Website Hard copy from the Clerk	Free 5p/sheet
Borrowing Approval letter	Hard copy from the Clerk	5p/sheet
Financial Standing Orders and Regulations: See Standing Orders	Website Hard copy from the Clerk	Free 5p/sheet
Grants given and received: See Finance Minutes for the current year and Supporting Statement to Financial Accounts for previous year	Website Hard copy from the Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Website	Free
None at present	Hard copy from the Clerk	5p/sheet
Members' allowances and expenses Chair's allowance: see Budget Minimal reimbursement of travel to Councillors: approximately £100.00/yr total	Website Hard copy from the Clerk	Free 5p/sheet
Class 3 – What our priorities are and how we are doing		
Village Plan	Under development	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Under development with Cardiff Council	

Class 4 – How we make decisions		
Timetable of meetings: Main Council and committee/sub-committee meetings	Website Community Notice boards Hard copy from the Clerk	Free 5p/sheet
Agendas of meetings (as above)	Website Community Notice board Hard copy from the Clerk	Free 5p/sheet
Minutes of meetings (as above)	Website Community Notice boards Hard copy from the Clerk	Free 5p/sheet
Reports presented to council meetings	Website Hard copy from the Clerk	Free 5p/sheet
Responses to consultation papers	Website Hard copy from the Clerk	Free 5p/sheet
Responses to planning applications	Hard copy from the Clerk	5p/sheet
Bye-laws: contact Cardiff Council's Information Management Unit		
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Website Hard copy from the Clerk	Free 5p/sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Complaints Policy Unacceptable Actions by Individuals Policy Code of Conduct Welsh Language Policy Freedom of Information Publication Scheme Employment Monitoring Equal Opportunities Policy</p>	<p>Website</p> <p>Hard copy from the Clerk</p>	<p>Free</p> <p>5p/sheet</p>
<p>Information: security, data protection and records management</p> <p>We keep hard copies of documents and the pc locked away Data is backed up monthly There is Anti-virus on the PC Finance, revenue and employment documents are kept for 10 years. Minutes are kept permanently and archived with Glamorgan Records Office</p>		
<p>Schedule of charges (for the publication of information)</p>		<p>5p/sheet</p>
<p>Class 6 – Lists and Registers</p>		
<p>Any publicly available register or list: See Supporting Statement to Financial Accounts</p>	<p>Website</p> <p>Hard copy from the Clerk</p>	<p>Free</p> <p>5p/sheet</p>
<p>Assets Register: See Supporting Statement to Financial Accounts</p>		
<p>Register of gifts and hospitality</p>	<p>Hard copy from the Clerk</p>	<p>5p/sheet</p>
<p>Class 7 – The services we offer</p>		
<p>Old Church Rooms – information is on the R&MCC website: radyrandmorganstown.org</p>	<p>Website</p> <p>Hard copy from the Clerk</p>	<p>Free</p> <p>5p/sheet</p>

Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins on the land we manage War memorial – grass cutting	Hard copy from the Clerk	5p/sheet

Contact details:

The Clerk
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Radyr
Cardiff CF15 8DF

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