

# Cyngor Dref Llandeilo Fawr Town Council

## Access to Information

- Why is information being made available?
- What information is available to the general public?
- Who is responsible for making the information accessible?
- How can the public get access to information on the Town Council?
- When is information available?
- How much will it cost?

### Why is information being made available?

The Local Government Act 2000 and the Freedom of Information Act 2000 require us to make information available to the general public. We are adopting the Model Publication Scheme and this document sets out in detail the types of information that should be made public.

### What information is available to the general public?

#### COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings - limited to the last 2 years.

Procedural Standing Orders and Appendices

Council's Annual Report

#### CODE OF CONDUCT

Members Declaration of Acceptance of Office

Register of Members Interests Book

#### PERIODIC ELECTORAL REVIEW

Information relating to the last Periodic Electoral Review of the council area

Information relating to the latest boundary review of the council area

#### EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment

Job descriptions

#### PLANNING DOCUMENTS

Responses to planning applications

#### AUDIT AND ACCOUNTS

Annual return form - limited to the last financial year

Annual Statutory report by auditor (internal and external) - limited to the last financial year

Receipt and Payment books of all kinds - limited to the last financial year

Bank Statements from all accounts - limited to the last financial year

Precept request - limited to the last financial year

VAT records - limited to the last financial year

Financial Standing Orders and Regulations

Assets register - this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

**Who is responsible for making the information accessible?**

The Town Clerk. The policy is monitored by a designated Member of the Council.

**How can the public get access to information on the Town Council?**

A copy of documents will be placed in a file at the Llandeilo Public Library for reference purposes.

Documents can be inspected at the Shire Hall by arrangement with the Town Clerk. Photocopies can also be obtained via the Town Clerk by written application. Large print versions will be available when requested with advance notice.

Notices of meetings and contracts will be placed on the Town Council Notice Board near Llandeilo market.

Documents will be published on the Town Council web site.

Documents will be made public in English and Welsh whenever possible, subject to the Council's Welsh Language Policy.

**When is information available?**

Information will be made available as soon as the Council has approved it. For example, minutes of meetings will be made public once agreed as a true record in the following full Council meeting.

A calendar of regular Council meetings and events will be placed in the Town Council Notice Board near the market. Agendas of meetings will be published there a few days in advance of the meeting.

**How much will it cost?**

The Town Clerk can provide copies of Town Council documents. There may be a charge for this service. Photocopying costs in the library are dependent on Carmarthenshire County Council charges and will vary from time to time.