

## Information available from Lampeter Town Council under the model publication scheme

Website: [www.lampeter.org](http://www.lampeter.org)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p><b>Current information</b></p>		
Who's who on the Council and its Committees	Website Hard Copy: contact clerk	Free 10p/sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy: contact clerk	Free 10p/sheet
Location of main Council Office and accessibility details	Website Hard Copy: contact clerk	Free 10p/sheet
Staffing structure	Website Hard Copy: contact clerk	Free 10p/sheet

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy: Contact Clerk Hard Copy: Town Library	£1.00
Finalised budget	Website Hard Copy: contact Clerk	Free 10p/sheet
Precept	Website Hard Copy: contact Clerk	Free 10p/sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard Copy: Contact Clerk	£2.00
Grants given and received	Hard Copy: contact Clerk Website	10p/sheet Free
List of current contracts awarded and value of contract	Hard Copy: contact Clerk	10p/sheet
Members' allowances and expenses	Hard Copy: contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	n/a	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	n/a	

<p><b>Class 4 – How we make decisions</b>(Decision making processes and records of decisions Current and previous council year)  Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	<p>Website  Hard Copy : contact Clerk</p>	<p>Free  10p/sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy : contact Clerk  Town Library</p>	<p>10p/sheet</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website  Hard Copy : contact clerk  Town Library</p>	<p>Free  10p/sheet</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website  Hard Copy : contact clerk  Town Library</p>	<p>10p/sheet</p>
<p>Responses to consultation papers</p>	<p>Hard Copy : contact clerk  Town Library</p>	<p>10p/sheet</p>
<p>Responses to planning applications</p>	<p>Website (inc in the minutes)  Hard Copy : contact clerk  Town Library</p>	<p>10p/sheet</p>
<p>Bye-laws</p>	<p>Website  Hard Copy : contact clerk</p>	<p>10p/sheet</p>

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct</p> <p>Policy statements</p>	<p>Hard Copy : Contact Clerk  Hard Copy : Contact Clerk  Hard Copy : Contact Clerk  Hard Copy : Contact Clerk  Website  Hard Copy : contact Clerk</p>	<p>10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>n/a  n/a  n/a  unavailable at present  unavailable at present  unavailable at present</p>	
<p>Information security policy</p>	<p>Unavailable at present</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Unavailable at present</p>	
<p>Data protection policies</p>	<p>Unavailable at present</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy: contact the Clerk</p>	<p>10p/sheet</p>

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy: contact clerk	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	n/a	
Register of members' interests (representing the Town Council on various bodies)	Hard Copy : contact clerk	10p/sheet
Register of gifts and hospitality	Hard Copy : contact clerk	10p/sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard Copy: contact clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy: contact clerk	10p/sheet
Bus shelters	n/a	
Markets	n/a	

Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	n/a	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Town Clerk  
M.E.Thomas  
38 Penbryn  
Lampeter  
Ceredigion  
SA48 7EU  
01570 421496  
[Lamptc@ceredigion.gov.uk](mailto:Lamptc@ceredigion.gov.uk)  
[www.lampeter.org](http://www.lampeter.org)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .20.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority