

Cyngor Cymuned Gorslas Community Council

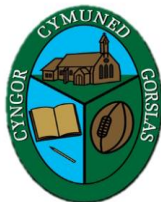
Information available from **Cyngor Cymuned Gorslas Community Council** under the publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy - see contact details below On the website
Who's who on the Council and its Committees: list of Council's members, party affiliation (if any), office held and, if relevant, the ward each member represents	Hard copy - see contact details below On the website
Contact details for Clerk and Council members	Hard copy - see contact details below On the website
Location of main Council office and accessibility details	Hard copy - see contact details below On the website
Staffing structure	Hard copy - see contact details below On the website
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual audited accounts	Hard copy - see contact details below On the website
Finalised budget	Hard copy - see contact details below On the website
Precept	Hard copy - see contact details below On the website
Financial Standing Orders and Regulations	Hard copy - see contact details below On the website
Grants given and received	Hard copy - see contact details below On the website
Members' allowances and expenses	Hard copy - see contact details below On the website
Statement of payments made to all elected members	Hard copy - see contact details below On the website
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	



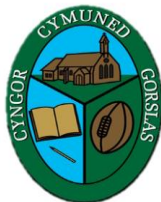
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Annual Report	Hard copy - see contact details below On the website
Training Plan	Hard copy - see contact details below On the website
Class 4 – How we make decisions (Decision making processes and records of decisions) As a minimum, the current and previous council year	
Timetable of full Council meeting	Hard copy - see contact details below On the website
Agenda of meetings	Hard copy - see contact details below On the website
minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting).	Hard copy - see contact details below On the website
Reports presented to Council meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy - see contact details below
Responses to consultation papers	Hard copy - see contact details below
Responses to planning applications	Hard copy - see contact details below
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	
Policies and procedures for the conduct of Council business, eg: - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers - Code of Conduct - Policy statements	Hard copy - see contact details below On the website
Policies and procedures for the provision of services and about the employment of staff: - Internal policies relating to the delivery of services - Equality and diversity policies - Health and safety policy - Recruitment policies and current vacancies, including opportunities for becoming a co-opted member - Policies and procedures for handling requests for information - Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme	Hard copy - see contact details below On the website
Information security policy	Hard copy - see contact details below On the website
Records management policies, including records retention, destruction and archive	Hard copy - see contact details below On the website
Data protection policy (including data sharing and CCTV usage) and privacy notice	Hard copy - see contact details below



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	On the website
Welsh Language standards, i.e. details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Hard copy - see contact details below On the website
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy - see contact details below On the website (some information may only be available by inspection)
Any publicly available register or list, in most circumstances existing access provisions will suffice.	Hard copy - see contact details below On the website
Assets register	Hard copy - see contact details below On the website
Disclosure log detailing responses to previous FOI and EIR requests	Hard copy - see contact details below On the website
Register of members' interests	Hard copy - see contact details below On the website
Register of gifts and hospitality	Hard copy - see contact details below On the website
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Hard copy - see contact details below On the website (information may only be available by inspection)
Allotments	Hard copy - see contact details below On the website
Parks, playing fields and recreational facilities	Hard copy - see contact details below On the website
Seating, benches, litter bins and lighting	Hard copy - see contact details below On the website
Bus shelters	Hard copy - see contact details below On the website
Public conveniences	Hard copy - see contact details below On the website
Additional Information Any additional information published proactively that is not itemised in the lists above.	Hard copy - see contact details below On the website
Cost Charges may be made for actual disbursements incurred such as: - photocopying - postage and packaging	



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- the costs directly incurred as a result of requesting information such as, clerks time in producing requested information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given **before the information is provided**.

Payment may be requested prior to provision of the information.

Contact information – Catrina Williams, Clerk of Gorslas Community Council, Heol yr Eglwys, Gorslas, Llanelli SA14 7DE

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Based on actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other		

Signed

Date

Council policies will be reviewed and updated as and when required to ensure ongoing compliance with statutory obligations, sector best practice, and evolving community needs.

This policy was adopted by Gorslas Community Council at a meeting of the Council on 13th October 2025.