



Pendine Community Council Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Pendine Community Council and will be valid until further notice.

This publication scheme commits Pendine Community Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.

- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available:

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website is provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying; postage and packaging, any costs directly incurred as a result of viewing 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. 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.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Pendine Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organizational information, structures, locations and contacts) This will be current information only</p>		
<p>Who is who on the Council and any Committees</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>
<p>Contact details for Clerk and Council members</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>
<p>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) Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>
<p>Finalised budget</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>

Precept	Website Hard Copy – contact Clerk	Free Costs incurred in provision
Financial Standing Orders and Regulations	Website Hard Copy-contact Clerk	Free Costs incurred in provision
Grants given and received	Website Hard Copy – contact Clerk	Free Costs incurred in provision
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	Costs incurred in provision
Members' allowances and expenses	Website Hard Copy – contact Clerk	Free Costs incurred in provision
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report (from 2020-21)	Website Hard Copy – contact Clerk	Free Costs incurred in provision
Audit information (also see class 2 information)	Website Hard Copy – contact Clerk	Free Costs incurred in provision

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>
<p>Agenda of next meeting once published</p>	<p>Website Community Noticeboard</p>	<p>Free Free</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy</p>	<p>Costs incurred in provision</p>
<p>Responses to consultation papers</p>	<p>Hard Copy</p>	<p>Costs incurred in provision</p>
<p>Responses to planning applications</p>	<p>Website of Carmarthenshire County Council Hard Copy</p>	<p>Free Costs incurred in provision</p>

<p>Class 5 – Our policies and procedures (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:</p> <p>Standing Orders Delegated authority in respect of officers Code of Conduct and any Policy statements including Biodiversity.</p>	<p>Website Hard Copy Hard Copy Hard Copy</p>	<p>Free Costs incurred in provision</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equal opportunities policy Health and safety policy Dignity bullying and harassment policy Policies and procedures for handling requests for information including any GDPR related policies and procedures Complaints policy Reserves policy Welsh Language policy</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free Costs incurred in provision</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Asset Register	Hard Copy	Costs incurred in provision
Register of members' interests	Hard Copy	Costs incurred in provision
Register of gifts and hospitality	Hard Copy	Costs incurred in provision
Register of authorised key holders – <i>To be redacted to remove personal information</i>	Hard Copy	Costs incurred in provision
Register of persons who have applied and are entitled to the 2hr free parking concession within Pendine– <i>Only the total number of persons on the register will be made available upon request.</i>	E-mail – contact the Clerk Hard Copy contact the Clerk	
Class 7 – The services we offer (Information about the services we offer, including any leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Information relating to the hiring of the Beach.	Website	Free
Seating, litter bins, and other community related facilities	Website Hard Copy – contact Clerk	Free Costs incurred in provision

Contact details:

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Three Lords
Pendine
Carmarthenshire
SA33 4PU

Telephone: 01994 453614

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 @ 15p per sheet (black & white)	Actual cost incurred by the Council
	Postage 2 nd class postal rate. (larger items will be charged by weight and size)	Actual cost of Royal Mail standard 2 nd class

June 2021

Adopted – 16th June 2021