

CYNGOR CYMUNED GORSLAS COMMUNITY COUNCIL
FREEDOM OF INFORMATION ACT/PUBLICATION SCHEME

1.0 Introduction

- In accordance with the requirements of the Freedom of Information Act 2000 this publication Scheme has been produced for Gorslas Community Council.
- The Act requires all public authorities to adopt and maintain a publication Scheme, which sets out the information held by the Council.

2.0 Policy Review

- Reviewed by the Council Sub Committee on the 23 March 2015 and considered and adopted by the Full Council at the AGM on the 11th May 2015

3.0 Areas Covered

3.1 Who are we

- Gorslas Community Council in Carmarthenshire.
- The Council covers three electoral wards- Cefneithin, Drefach and Gorslas
- There are 15 Councillors in total made up of 5 Councillors from each ward.
- Decisions are made democratically and recorded in the minutes copies of which are available online or from the Clerk.
- A sub-committee has been established by the Council and to which the Council may, as and when the need arises, delegate powers to investigate and report back to the Council or to which powers can be delegated to undertake specific functions.
- The full Council meets monthly – apart from August when there are no meetings.
- The meetings are held on the second Monday of each month and are held in rotation at Gorslas and Cefneithin C.P. Schools or at the Drefach Welfare Hall.
- The Clerk to the Council/ Responsible Office is: -

Mr Llew Thomas,
C/O 9 Rhodfa Morgan,
Llangunnor,
Carmarthenshire. SA31 2NT
Tel 01267 230 063.
E Mail: Gorslas.CC.Clerk @gmail.com

3.2 Information to be published and method of Publication.

3.3 Date, time and location of Council meeting

- Displayed in notice boards at Cefneithin, Gorslas and Drefach 3 Days prior to the meeting

3.4 Council Minutes

- Copies of the current minutes are available to view on the Council's website
- Copies post 2010 can be inspected at the Clerk's office by prior appointment.
- Copies prior to 2010 can be inspected at the County Archives, Carmarthen by appointment.

3.5 Code of Conduct:

- Councillors code of conduct
- Declarations of Acceptance of office
- Register of Councillors interests.
- The above can be inspected at the clerk's office by prior appointment.

3.6 Policies and Procedures

- Councils standing orders
- Procurement Policy
- Equal Opportunities Policy
- Freedom of information Policy.
- Health and Safety Policy.
- Financial Regulations.
- Risk Assessment.
- The above can be inspected at the clerk's office by prior appointment.

3.7 Financial Matters.

- Annual precept Figure
- Annual budgets in Summary Format
- Expenditure against Budget in summary format
- Payments made to suppliers and contractors
- Annual account and supporting information.
- VAT Return.
- Bank Statements
- Auditors Report.
- Asset Register.

- The above can be inspected at the clerk's office by prior appointment.
- Information on some individual items above are published in the Community Council's minutes but also in **County Council** literature sent to all householders.
- Financial Information is also displayed annually for 14 days in the councils three notice boards and on the website.

3.8 Planning

- Planning Applications, responses and decisions Aare available via the County Council's website - planning portal.
 - Carmarthenshire County Council's Development Plan
 - Rights of Way/ Footpath maps for the area
- Documentation/copies of the above are held by Carmarthenshire County Council and may be viewed either via their website or by request from the County Council.

3.9 Leases and Deeds

- Copies are held by the Council's solicitors and can be inspected by written request to the Council at least 30 days prior to inspection.

3.10 Terms and conditions of appointment

- Can be inspected at the Clerk's office by prior appointment.

3.11 Exempt material

- Personal information relating to employees
- Personal information relating to Councillors (other than required to be declared in the Register of Interest.)
- Tender and bids from contractors and suppliers.

4.0 Charging Policy

- Information can be inspected by appointment free of charge.
- Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10.0p per copy.
- A detailed search of records (e.g. council minutes, deeds) will be subject to a charge of £15 per search. If an inspection involves the Clerk in over 1 hour of time a charge of £20 will be made.
- The above is a revised published Review that relates specifically to Gorslas Community Council