



Freedom of Information Policy

Bedlinog Community Council (BCC) is aiming to be as open and transparent in its dealings as possible to make available Council information to people resident in this Community. In doing so BCC is following the provisions of the Freedom of Information Act 2000.

BCC acknowledges the duty placed upon it by the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 to adopt and maintain a publication scheme and has resolved to adopt the new Model Publication Scheme for Local Councils.

The Freedom of Information Act 2000 allows anyone to request access to information that we hold, covering all aspects of council business and governance. We endeavour to provide access to a wide range of information through various formats, the main format is on this website and we can also provide printed copies (charges may apply).

The Council operates a **Publication Scheme** which supports access to information, broken down to generic areas of interest.

If you are unable to find the information you are searching for, please submit a written request (email or post) to the Clerk to BCC.

Important notes on placing a request for information:

- The application must be in writing
- Must provide an address for correspondence
- Contain sufficient and concise information to allow us to conduct a search
- The Council has up to 20 working days to respond fully to the request, subject to clarification or exemption

- A charge may be requested for providing certain information, applicants shall be notified in writing in advance giving the reasons

Email your request: bedlinog.clerk@outlook.com

In writing: Clerk to Bedlinog Community Council, 19 Clos Cwm Golau, Merthyr Tydfil. CF47 0JA.

Information available from Bedlinog Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	website hard copy	Free 10p/sheet
Who's who on the Council and its Committees	Yes	
Contact details for Clerk and Council members	Yes	
Location of main Council office and accessibility details	Yes	
Staffing structure	Yes	
Class 2 – What we spend and how we spend it	Website hard copy	Free 10p/sheet
Annual return form and report by auditor	Yes	
Finalised budget	Yes	
Precept	Yes	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Yes	
Grants given and received	Yes	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing	website hard copy	Free 10p/sheet
Community Plan (current and previous year as a minimum)	N/A	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A	
Class 4 – How we make decisions	website hard copy	Free 10p/sheet
Timetable of meetings (Council, any committee/subcommittee meetings and community meetings)	Yes	
Agendas of meetings (as above)	Yes	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Yes	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Yes	
Responses to consultation papers	Yes	
Responses to planning applications	Yes	
Bye-laws	N/A	
Class 5 – Our policies and procedures	website hard copy	Free 10p/sheet
Policies and procedures for the conduct of council business:	Yes	
Procedural standing orders	Yes	
Committee and sub-committee terms of reference	Yes	
Delegated authority in respect of officers	Yes	
Code of Conduct	Yes	
Policy statements	Yes	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	No	
Equality and diversity policy	No	
Health and safety policy	Yes	
Child Protection policy	No	
Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	No	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Yes Yes	
Information security policy	No	

Records management policies (records retention, destruction and archive)	No	
Data protection policies	Yes	
Schedule of charges (for the publication of information)	Yes	

Class 6 – Lists and Registers

Currently maintained lists and registers only

hard copy

10p/sheet

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Yes	
Assets Register	Yes	
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	Yes	
Register of gifts and hospitality	N/A	

Class 7 – The services we offer

website
hard copy

Free
10p/sheet

Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	Yes	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
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 (e.g. burial fees)	N/A	
Additional Information		

Contact details:

Clerk to the Council
19 Clos Cwm Golau
Merthyr Tydfil
CF47 0JA

Bedlinog.clerk@outlook.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ £1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		