



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Information available under the Freedom of Information Publication Scheme

Information to be published	How the information can be obtained online or hard copy	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy from the Clerk	Free 5p/sheet
Contact details for Clerk and Council members	Website Hard copy from the Clerk	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy from the Clerk	Free 5p/sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy from the Clerk	5p/sheet

Information to be published	How the information can be obtained online or hard copy	Cost
Finalised budget	Website Hard copy from the Clerk	Free 5p/sheet
Precept	Website Hard copy from the Clerk	Free 5p/sheet
Borrowing Approval letter	Hard copy from the Clerk	5p/sheet
Financial Standing Orders and Regulations: See Standing Orders	Website Hard copy from the Clerk	Free 5p/sheet
Grants given and received: See Finance Minutes for the current year and Supporting Statement to Financial Accounts for previous year	Website Hard copy from the Clerk	Free 5p/sheet
List of current contracts awarded and value of contract None at present	Website Hard copy from the Clerk	Free 5p/sheet
Members' allowances and expenses Chair's allowance: see Budget Minimal reimbursement of travel to Councillors: approximately £100.00/yr total	Website Hard copy from the Clerk	Free 5p/sheet
Class 3 – What our priorities are and how we are doing		
Village Plan	Under development	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Under development with Cardiff Council	

Class 4 – How we make decisions		
Timetable of meetings: Main Council and committee/sub-committee meetings	Website Community Notice boards Hard copy from the Clerk	Free 5p/sheet
Agendas of meetings (as above)	Website Community Notice board Hard copy from the Clerk	Free 5p/sheet
Minutes of meetings (as above)	Website Community Notice boards Hard copy from the Clerk	Free 5p/sheet
Reports presented to council meetings	Website Hard copy from the Clerk	Free 5p/sheet
Responses to consultation papers	Website Hard copy from the Clerk	Free 5p/sheet
Responses to planning applications	Hard copy from the Clerk	5p/sheet
Bye-laws: contact Cardiff Council's Information Management Unit		
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Website Hard copy from the Clerk	Free 5p/sheet

Policies and procedures for the provision of services and about the employment of staff: Complaints Policy Unacceptable Actions by Individuals Policy Code of Conduct Welsh Language Policy Freedom of Information Publication Scheme Employment Monitoring Equal Opportunities Policy	Website Hard copy from the Clerk	Free 5p/sheet
Information: security, data protection and records management We keep hard copies of documents and the pc locked away Data is backed up monthly There is Anti-virus on the PC Finance, revenue and employment documents are kept for 10 years. Minutes are kept permanently and archived with Glamorgan Records Office		
Schedule of charges (for the publication of information)		5p/sheet
Class 6 – Lists and Registers		
Any publicly available register or list: See Supporting Statement to Financial Accounts	Website Hard copy from the Clerk	Free 5p/sheet
Assets Register: See Supporting Statement to Financial Accounts		
Register of gifts and hospitality	Hard copy from the Clerk	5p/sheet
Class 7 – The services we offer		
Old Church Rooms – information is on the R&MCC website: radyrandmorganstown.org	Website Hard copy from the Clerk	Free 5p/sheet

Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins on the land we manage War memorial – grass cutting	Hard copy from the Clerk	5p/sheet

Contact details:

The Clerk
The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

Clerk / Clerc:
Tel: 02920 842213
Email: clerk@radyr.wales
Website: radyrandmorganstown.org