

CYNGOR TREF CONWY TOWN COUNCIL

FREEDOM OF INFORMATION ACT

Information available under the model publication scheme adopted by Conwy Town Council 15th December 2008.

Authority: Conwy Town Council
Guildhall
Rose Hill Street
CONWY
LL32 8LD
Tel: 01492 596254
E-mail: conwy.towncouncil@btinternet.com
Website: www.conwytowncouncil.gov.uk

Town Clerk & Responsible Financial Officer: Mrs Karen Graham

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do Current information only.	
Who's who on the Council and its committees	Contact the Town Clerk at the Guildhall. Names of Members and the wards they represent listed on website.
Contact Details for Town Clerk and Council Members	Town Clerk can be contacted at the above address. Office hours 9.00am -1.00pm. Members can be contacted through the Guildhall. Names of Members and the wards they represent listed on website.
Location of office and accessibility	Address as above. Contact Town Clerk for accessibility details.
Staffing Structure	See website or contact the Town Clerk for information.

Class 2 – What we spend and how we spend it Current and previous financial year.	
Annual return form and report by auditor	These can be inspected at the Guildhall by appointment free of charge. Hard copies available on request.
Annual budget and expenditure.	These can be inspected at the Guildhall by appointment free of charge. Hard copies available on request.
Precept	These can be inspected at the Guildhall by appointment free of charge. Hard copies available on request.
Financial Regulations	Can be inspected in the Guildhall by appointment.
Grants and donations given.	Hard copy or by appointment at Guildhall. Application forms available on website
Payments to contractors and suppliers.	Published every three weeks in the minutes. Hard copy or by appointment at Guildhall
Members' allowances and expenses	See minutes of Annual meeting or contact the town clerk.
Class 3 – What our priorities are and how we are doing	
Auditors annual report	Hard copy available or can be inspected in the Guildhall by appointment
Class 4 – How we make decisions Current information only.	
Timetable of meetings	Notice Board, hard copy
Agendas of Council and committee meetings	Agendas are posted on notice boards. Copies can be inspected at the Guildhall by appointment.
Minutes of Council and committee meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Copies are placed in the libraries in Conwy, Llandudno Junction and Deganwy. Originals can be inspected at the Guildhall by appointment.
Reports presented to Council meetings N.B. This will exclude information that is properly regarded as private to the meeting.	Can be inspected in the Guildhall by appointment.
Responses to consultation papers	Can be inspected at the Guildhall by appointment.
Responses to planning applications	Published in the minutes.

Class 5 – Our policies and procedures Current information only.	
Procedural Standing Orders	Can be inspected at the Guildhall by appointment
Councillors Code of Conduct	Can be inspected at the Guildhall by appointment.
Schedule of Charges (for the publication of information).	Available on request from the Guildhall.
Class 6 – Lists and Registers Currently maintained lists and registers only.	
Assets register	Can be inspected at the Guildhall by appointment.
Register of Members Interests	Can be inspected at the Guildhall by appointment.
Register of Gifts and Hospitality	Can be inspected at the Guildhall by appointment.
Class 7 – The services we offer Current information only	
Hire of Guildhall	Information available from the Guildhall and on website.
Maintenance of some bus shelters	Contact the Clerk for information.
Provision of litter bins, maintenance of clock, memorials, lighting.	Contact the Clerk for information.
Additional Information	
Councillors acceptance of office	Can be inspected at the Guildhall by appointment.
Risk Assessment	Can be inspected at the Guildhall by appointment.
VAT Return	Can be inspected in the Guildhall by appointment.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class