



Towyn & Kinmel Bay Town Council

Publications

Information available from Towyn & Kinmel Bay Town Council if under the Publication Scheme

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy - contact Clerk	Free 10p/sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
Staffing structure	Website Hard copy – contact Clerk	Free 10p/sheet
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	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy – contact Clerk	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet
Grants given	Hard copy – contact Clerk	10p/sheet

List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Notes to accompany annual budget and current list of needs identified	Hard copy – contact Clerk See Budget	
Local charters drawn up in accordance with WAG guidelines	None applicable, at present	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website /Kinmel Bay & Towyn Notice Boards Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy contact Clerk	Free 10p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website (with agenda) Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	No Information held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders; Committee and sub-committee terms of reference ;Code of Conduct; Policy statements	Hard copy – contact Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Health and safety policy; Policies and procedures for handling requests for information; Complaints procedures (including	Hard copy – contact Clerk Hard	10p/sheet

those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information) (Room Hire)	Website Hard copy – contact Clerk	Free 10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	10p/sheet
Assets Register	Hard copy – contact Clerk	10p/sheet
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)	Not held (see Minutes)	
Register of members’ interests	Website Hard copy – contact Clerk	Free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
Dosbarth 7 – Y gwasanaethau a gynigir gennym Class 7 – The services we offer (Information about the services we offer, including 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)	10p/sheet
Burial grounds and closed churchyards	Information available from Conwy C.B.C.	
Community Centre and Community Resource Centre – Room Hire	Contact Assistant Clerk/Website	
Parks, playing fields and recreational facilities	Provided by Conwy C.B.C.	
Clocks, memorials and lighting	Hard copy – contact Clerk	10p/sheet
Bus shelters	Provided by C.C.B.C	
Markets	None	
Public conveniences	Provided by C.C.B.C	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	None	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None at present		
Contact details: Mr Dylan Thomas Town Clerk and Responsible Financial Officer Community Resource Centre The Square Off Foryd Road Kinmel Bay LL18 5BT Tel: 01745 355899, e-mail: clerk@tkbtc.co.uk or visit www.towynkinmelbay-tc.gov.uk 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 @ 10p per sheet (black & white)	Actual cost* 1.5p/sheet, plus envelope and postage costs
	Postage Included	Actual cost of Royal Mail standard 2nd class
Statutory Fee	To cover time spent by staff collating the information	In accordance with the relevant legislation (quote the actual statute)

*the actual cost incurred by the public authority