

## Information available from Llangollen Town Council under the model publication scheme.

| INFORMATION TO BE PUBLISHED   | HOW THE INFORMATION CAN BE OBTAINED       | COST  |
|---|---|-------|
| <b>CLASS 1 - WHO WE ARE AND WHAT WE DO.</b>   |   |       |
| Llangollen Town Council has 11 elected Town Councillors. The most recent election was held on 4 May 2017. |   |       |
| Tel: 01978 861345   |   |       |
| <b>Councillors.</b>   | Members can contacted by email.           |       |
| Cllr Baker.   | cllrbaker@llangollentowncouncil.gov.uk    | Free. |
| Cllr Carol  | cllrcarol@llangollentowncouncil.gov.uk    | Free. |
| Cllr Cheminai. (Town Mayor)   | cllrcheminai@llangollentowncouncil.gov.uk | Free. |
| Cllr Grindley.  | cllrgrindley@llangollentowncouncil.gov.uk | Free. |
| Cllr Haddy.   | cllrhaddy@llangollentowncouncil.gov.uk    | Free. |
| Cllr Keddie. (Chair Asset Management Committee)   | cllrkeddie@llangollentowncouncil.gov.uk   | Free. |
| Cllr Lovelock. (Chair Cittaslow Committee)  | cllrlovelock@llangollentowncouncil.gov.uk | Free. |
| Cllr Lube.  | cllrlube@llangollentowncouncil.gov.uk     | Free. |
| Cllr Mile. (Deputy own Mayor)   | cllrmile@llangollentowncouncil.gov.uk     | Free. |
| Cllr Palmer. (Chair Human Resources Committee)  | cllrpalmer@llangollentowncouncil.gov.uk   | Free. |
| Vacancy.  |   |       |
| <b>Staff.</b>   |   |       |
| Gareth Thomas, BSc (Hons), Dip TP, PGDip Tour, CMS, CiLCA, PSLCC. (Town Clerk)                            | townclerk@llangollentowncouncil.gov.uk    |       |
| Charlie Jones. BA. (Facilities Officer)   | facilities @llangollentowncouncil.gov.uk  |       |
| <b>Offices.</b>   |   |       |
| Town Hall,<br>Llangollen,<br>Denbighshire<br>LL20 8PW.  |   |       |
| <b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>  |   |       |

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| Financial Regulations.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Standing Orders.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Annual return form and report by auditor.   | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Finalised budget.   | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Precept.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Members' allowances and expenses.   | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Borrowing Approval letter.  | Hard copy  | Charged per page. |
| Grants given and received.  | Hard copy  | Charged per page. |
| List of current contracts awarded and value of contract.  | Hard copy  | Charged per page. |
| <b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>   |  |                   |
| Priorities are detailed in the business plan.   |  | Free.             |
| <b>CLASS 4 – HOW WE MAKE DECISIONS.</b>   |  |                   |
| Councillors meet once a month to discuss business at its main committees. However, in addition some Councillors sit on a number of smaller tasks related Committees and working groups which meet on an ad-hoc basis to carry out more specific and often in-depth areas of work. |  |                   |
| Timetable of meetings.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Agendas of meetings.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Minutes of meetings.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Reports presented to Council Meetings.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Responses to consultation papers.   | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Responses to planning applications.   | Email via Town Clerk.  | Free.             |
| <b>CLASS 5 – OUR POLICIES AND PROCEDURES.</b>   |  |                   |
| Standing orders.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Committee terms of reference.   | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |
| Code of Conduct.  | Website.( <a href="http://www.llangollentowncouncil.gov.uk">www.llangollentowncouncil.gov.uk</a> ) | Free.             |

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| Policies and procedures for the employment of staff.           | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Internal policies relating to the delivery of services.        | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Equality and diversity policy.                                 | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Health and safety policy.                                      | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Recruitment policies.  | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Policies and procedures for handling requests for information. | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Complaints procedures.   | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Information security policy.                                   | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Records management policies.                                   | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Data protection policies.                                      | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Schedule of charges.   | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| <b>CLASS 6 – LISTS AND REGISTERS.</b>                          |  |       |
| Assets Register0   | Email via Town Clerk.                      | Free. |
| Register of members' interests.                                | Website.(www.llangollentowncouncil.gov.uk) | Free. |
| Register of gifts and hospitality.                             | Email via Town Clerk.                      | Free. |
| <b>CLASS 7 – THE SERVICES WE OFFER.</b>                        |  |       |
| Town Hall.   |  |       |
| Town clocks.   |  |       |
| Public open space.   |  |       |
| Footbridge.  |  |       |
| Recreational facilities.                                       |  |       |
| Seating, litter bins.  |  |       |
| War Memorials.   |  |       |
| Bus shelters.  |  |       |
| Closed churchyards.  |  |       |
| Christmas Lighting.  |  |       |
| CCTV System.   |  |       |

| <b>SERVICES FOR WHICH THE COUNCIL IS ENTITLED TO RECOVER A FEE, TOGETHER WITH THOSE FEES : SCHEDULE OF CHARGES.</b> |  |  |
|---|--|--|
| <b>TYPE OF CHARGE</b>   | <b>DESCRIPTION</b>   | <b>BASIS OF CHARGE</b>                                   |
| <b>Disbursement cost</b>  |  |  |
|   | Photocopying A4 per sheet (black & white)                    | £0.20  |
|   | Photocopying A4 per sheet (colour)                           | £0.30  |
|   | Photocopying A3 per sheet (black & white)                    | £0.30  |
|   | Photocopying A3 per sheet (colour)                           | £0.40  |
|   | Lamination A4 per sheet                                      | £0.25  |
|   | Lamination A3 per sheet                                      | £0.30  |
|   | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Other</b>  |  |  |
| <b>Town Hall Tariffs</b>  | <b>Main Auditorium</b>                                       |  |
|   | <b><i>Commercial users.</i></b>                              |  |
|   | Daily (over 5 hrs)   | £317   |
|   | 1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)    | £159   |
|   | Daytime hourly rate  | £40  |
|   | Evening hourly rate (after 18.00 hrs)                        | £53  |
|   | Stage extension fee (per day)                                | £53  |
|   |  |  |
|   | <b><i>Parties/Private Functions/ Local Sole Traders.</i></b> |  |
|   | Daily (over 5 hrs)   | £190   |
|   | 1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)    | £95  |
|   | Daytime hourly rate  | £31  |
|   | Evening hourly rate (after 18.00 hrs)                        | £48  |
|   | Stage extension fee (per day)                                | £42  |
|   |  |  |
|   | <b><i>Community, Charity and not for profit users.</i></b>   |  |
|   | Daily (over 5 hrs)   | £160   |
|   | 1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)    | £80  |

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|--|---|-----|
|  | Daytime hourly rate   | £20 |
|  | Evening hourly rate (after 18.00 hrs)                             | £27 |
|  | Stage extension/Bar/AV equipment fee (per day/per space occupied) | £27 |
|  | Set building / Rehearsal fixed fee per session.*                  | £42 |
|  | * Morning /Afternoon/Evening                                      |     |