

## Cyngor Tref PONTYCLUN Town Council

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### Publication Scheme

Information to be published	How the information can be obtained online or hard copy	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and contact details	Website or contact clerk who will advise. Also on noticeboards	
Ward Committees & Working Groups -terms of reference	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Location of main Council office and accessibility details	Website or contact clerk who will advise	
Contact details for Clerk	Website or contact clerk who will advise also on noticeboards	

Information to be published	How the information can be obtained online or hard copy	Cost
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Finalised budget	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Precept	Website Hard copy from the Clerk Within budget information	Free download or 5p per hard copy page
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Grants given and received	Website Hard copy from the Clerk	Free download or 5p per hard copy page
List of current contracts awarded and value of contract	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Members' allowances and expenses	Website Hard copy from the Clerk	Free download or 5p per hard copy page

Information to be published	How the information can be obtained online or hard copy	Cost
<b>Class 3 – What our priorities are and how we are doing</b>		
Mission Statement and Strategic Objectives	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Community Plans & Local Charters	Website Hard copy from the Clerk  The Council's plans are also detailed in the Annual report published on our website as a pdf and flipbook	Free download or 5p per hard copy page
<b>Class 4 – How we make decisions</b>		
Timetable of Council meetings	Website – also published on Community Notice boards Hard copy from the Clerk	Free download or 5p per hard copy page
Agendas of meetings	Website – also published on Community Notice boards prior to meetings Hard copy from the Clerk	Free download or 5p per hard copy page
Minutes of meetings	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Reports presented to council meetings	Website Hard copy from the Clerk	Free download or 5p per hard copy page
Responses to consultation papers	Website Hard copy from the Clerk	Free download or 5p per hard copy page

Information to be published	How the information can be obtained online or hard copy	Cost
Responses to planning applications	RCT CBC Website  Hard copy from the Clerk	Free download or 5p per hard copy page
<b>Class 5 – Our policies and procedures</b>		
<b>Governance Documents</b> Standing Orders Financial Regulations Councillors’ Code of Conduct Social Media Policy Press Policy	Website  Hard copy from the Clerk	Free download or 5p per hard copy page
Policies and procedures for the provision of services and about the employment of staff:  Welsh Language Policy Complaints Grievance & Disciplinary procedures Equality and Diversity Policy Health & Safety Policy Freedom of Information Publication Scheme Current vacancies Policies and procedures for handling requests for information, security, data protection & records management	Website  Hard copy from the Clerk	Free download or 5p per hard copy page  Details of current vacancies will be provided in hard copy free of charge to prospective applicants

Information to be published	Information to be published	Information to be published
<b>Class 6 – Lists and Registers</b>		
Assets Register	Website has a shortened version showing key assets PDF or hard copy from clerk	Free pdf or 5p per hard copy page
Register of gifts and hospitality	Website  Hard copy from the Clerk	Free download or 5p per hard copy page
Resister of Members Interests	Website  Hard copy from the Clerk	Free download or 5p per hard copy page

**Class 7 – The services we offer**

Public conveniences at Heol Yr Orsaf

Management of Ivor Woods and Brynsadler riverside walk

Grass cutting and Footpath maintenance

Maintaining area around War Memorial in Pontyclun and looking after War Memorial plaques in Groesfaen

Litters bins and Dog Mess bins across the Community

Street Furniture – Benches, Bus shelters, noticeboards

Management of Pontyclun Park and playground

Management of Café 50 in conjunction with RCT Learning curve

Community events – such as Picnic in the Park, Pontyclun Food festival and Christmas in Pontyclun

Local information. We maintain an online museum on our website have a series of local history trails and walks leaflets

Floral arrangements and Christmas decorations across the area

Community book and jigsaw swap at Café 50

Other information

Contact details: Clerk, Pontyclun Town Council, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, CF72 9EE

Tel 01443 238 500

e-mail [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)

In addition to the charges quoted above the council will seek to recover any postage costs incurred sending information.

If the Council receives a request for information which is likely to take more than 9 hours to complete we have the right to decline to provide this information

