

# Information available from Old St Mellons Community Council

- Under the Freedom of Information Act model publication scheme

Information published	How to get the information	Cost
<b>Who we are and what we do</b>		
<p><b>Our main location is at:</b></p> <p>The Village Hall Newport Road Old St Mellons Cardiff CF3 5UN <i>(The Village Hall may also be accessed from Elgar Crescent)</i></p>		
<p><b>Property owned by the Council:</b></p> <p>Village Hall Newport Road Playing Fields, Ty'r Winch Road Tennis Courts, Ty'r Winch Road St. Edeyrn's Churchyard</p>		
<p><b>Contact details for Clerk to the Council:</b></p> <p>The Village Hall Newport Road Old St Mellons Cardiff CF3 5UN</p> <p><b>Tel Mobile: 07543 791759 Correspondence to the Clerk:</b> <a href="mailto:clerk@oldstmellonscommunitycouncil.org.uk">clerk@oldstmellonscommunitycouncil.org.uk</a></p>		

<p><b>Membership of the Council:</b></p> <p><b>Councillors:</b></p> <p><b>Chair</b> - Cllr Dianne Rees - <a href="mailto:direes@cardiff.gov.uk">direes@cardiff.gov.uk</a>  <b>Vice Chair</b> - Cllr Rosemary James - <a href="mailto:arwajames@btinternet.com">arwajames@btinternet.com</a>  Cllr Ashley Bishop - <a href="mailto:ashley.bishop0212@gmail.com">ashley.bishop0212@gmail.com</a>  Cllr Jane Croad Co-opted - <a href="mailto:janecroadosmc@gmail.com">janecroadosmc@gmail.com</a>  Cllr Gaynor Hassan - <a href="mailto:gaynorhassan@gmail.com">gaynorhassan@gmail.com</a>  Cllr Dennis Matthews - <a href="mailto:dennismatthews11@gmail.com">dennismatthews11@gmail.com</a>  Cllr Derek Stroud - <a href="mailto:derek.stroud@ntlworld.com">derek.stroud@ntlworld.com</a>  Cllr John Summers Co-Opted - <a href="mailto:johnno138@yahoo.com">johnno138@yahoo.com</a>  Cllr Joel Williams - <a href="mailto:joel.williams@cardiff.gov.uk">joel.williams@cardiff.gov.uk</a></p>		
<p><b>The Council employs part-time staff:</b></p> <p><b>Clerk: Mrs N Evelyn-Gauci: 07543 791759</b>  <b>email:</b> <a href="mailto:clerk@oldstmellonscommunitycouncil.org.uk">clerk@oldstmellonscommunitycouncil.org.uk</a></p> <p><b>Responsible Finance Officer: Mrs Nadine Dunseath</b>  <b>email:</b> <a href="mailto:rfo@oldstmellonscommunitycouncil.org.uk">rfo@oldstmellonscommunitycouncil.org.uk</a></p> <p><b>Caretaker: Mr Dale Johnston: 07714 791635</b></p>		
<p><b>What we spend and how we spend it</b></p>		
<p>Annual return form and report by auditor</p>	<p>Hard copy from Clerk</p>	<p>Fee</p>
<p>Finalised budget</p>	<p>Hard copy from Clerk</p>	<p>Fee</p>
<p>Precept (annual grant for Cardiff Council)</p>	<p>Hard copy from Clerk</p>	<p>Fee</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy from Clerk</p>	<p>Free Fee</p>

Grants given and received	Website (See Minutes) Hard copy from the Clerk	Free Fee
List of current contracts awarded and value of contract	Hard copy from the Clerk	Fee
Members' Allowances and expenses claimed	See annual return - website	Free
<b>What our priorities are and how we are doing</b>		
Village Plan - currently being reviewed by Council	Hard Copy from Clerk	Fee
<b>How we make decisions</b>		
Agendas of meetings	Website Community Notice Boards Hard copy from the Clerk	
Minutes of meetings	Website Hard copy from the Clerk	Free Fee
Reports presented to council meetings	Website – see Minutes Hard copy from the Clerk	Free Fee
Responses to consultation papers	Website – see Minutes Hard copy from the Clerk	Free Fee
Responses to planning applications	Hard copy from the Clerk	Fee
<b>Our policies and procedures</b>		
<b>Policies and procedures for the conduct of council business</b>		
Standing Orders	Website	Free
Financial Regulations	Website	Free
Code of Conduct	Website	Fee
Information available – under the Freedom of Information Act	Hard copy from the Clerk	Fee

Schedule of charges for the publication of information - see below.		
<b>Lists and Registers</b>		
Assets Register	Hard copy from the Clerk	Fee
Register of members' interest	Website Hard copy from the Clerk	Free Fee
<b>The Services we Offer</b>		
Burial ground – St Edeyrn's Church	Hard copy from the Clerk	Fee
Village Hall Playing Fields and Tennis Courts	Website Hard copy from the Clerk	Free Fee
The Council produces an Information Leaflet and Newsletter for residents.	Hard copy from the Clerk	Free

The Council website is part of the Old St Mellons website at <http://www.oldstmellonscommunitycouncil.org.uk>

The Council also provides information notice boards outside the:

- Village Hall, Newport Road
- Playing Fields entrance, Ty'r Winch Road
- Hastings Crescent near the junction with William Nicholls Drive
- Arcon House Blackbirds Way
- St. Edeyrn's Village

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying - admin charge of £5 and A4 20p per sheet, A3 40p per sheet - black & white	Cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with any relevant legislation

More information about the Freedom of Information Act 2000 is available from the Information Commissioner's Office website at <https://ico.org.uk/>