

OLD ST.MELLONS COMMUNITY COUNCIL

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Information

For enquiries or requests, contact:

Clerk to the Council
Old St. Mellons Village Hall, Newport Road, Old St. Mellons, Cardiff CF3 5UN
Email: clerk@osmcc.org.uk
Phone: 07543 791759

This policy reflects the Council's commitment to openness and community engagement while safeguarding sensitive information. It will be reviewed annually to ensure compliance and relevance.

Information published	How to get the information	Cost
Class 1 - Who we are and what we do		
Our main location is at: Old St. Mellons Village Hall Newport Road Old St Mellons Cardiff CF3 5UN <i>(The Village Hall may also be accessed from Elgar Crescent)</i>		

<p>Property owned by the Council:</p> <p>Village Hall Newport Road Playing Fields, Ty'r Winch Road Tennis Courts, Ty'r Winch Road St. Edeyrn's Churchyard</p>		
<p>Contact details for Clerk to the Council:</p> <p>Old St. Mellons Village Hall Newport Road Old St Mellons Cardiff CF3 5UN</p> <p>Tel Mobile: 07543 791759 Correspondence to the Clerk: clerk@osmcc.org.uk</p>		
<p>Membership of the Council:</p> <p>Councillors:</p> <p>Chair - Cllr Debbie Brown Co-Opted: d.brown18hastings@gmail.com Vice Chair – Cllr Sam Evans Co-Opted: sam.evansosmcc@gmail.com Cllr Ieuan Burridge-Bryant Co-Opted: ieuanbb@icloud.com Cllr Jane Croad: janecroadosmc@gmail.com Cllr Gaynor Hassan: gaynorhassan@gmail.com Cllr Anne Hopewell-Ash: ahopewellash@btinternet.com Cllr Rosemary James: arwajames@btinternet.com Cllr Dianne Rees: dianne.rees50@icloud.com Cllr John Summers: johnno138@yahoo.com</p>		

<p>The Council employs part-time staff:</p> <p>Clerk: Mrs N Evelyn-Gauci: 07543 791759 email: clerk@osmcc.org.uk</p> <p>Responsible Finance Officer: Mrs Nadine Dunseath email: rfo@osmcc.org.uk</p> <p>Caretaker: Mr Dale Johnston: 07714 791635</p>		
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Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	Hard copy from Clerk	Fee
Finalised budget	Hard copy from Clerk	Fee
Precept (annual grant for Cardiff Council)	Hard copy from Clerk	Fee
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free Fee
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
Class 3 - What our priorities are and how we are doing		
Annual Report	Website	Fee

Class 4 - How we make decisions		
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
Class 5 - Our policies and procedures		
Policies and procedures for the conduct of council business		
Standing Orders	Website	Free
Financial Regulations	Website	Free
Code of Conduct	Website	Free
Information available – under the Freedom of Information Act	Hard copy from the Clerk	Fee
Schedule of charges for the publication of information - see below.		
Class 6 - Lists and Registers		
Assets Register	Hard copy from the Clerk	Fee

Register of members' interest	Website Hard copy from the Clerk	Free Fee
Class 7 The Services we Offer		
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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying - admin charge of £7 and A4 20p per sheet, A3 40p per sheet - black & white	Cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		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/>

(This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg)