Information available from Peterston super Ely Community Council under the model publication scheme

This document is based on a template produced by One Voice Wales for Community Councils in Wales and complies with information required to meet the Council's commitments under the Freedom of Information Act 2000.
The document is reviewed annually. Last reviewed September 2026.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Information about us, structures, locations and contacts) This will be current information only.	On request to the Clerk to the Council c/o 11, Georgian Way, Miskin, Pontyclun RCT CF72 8SG Mobile: 07380137056 E-Mail: council@peterstonsuperely.org Many of the documents are also available on the Community Council pages of the village website. www.peterstonsuperely.org.uk	10p per page copied plus postage. In cases where a large number of papers is requested, a charge may be levied for the time of the Clerk in processing the request.
Who's who on the Council and its Committees (List of Council Members, party affiliation (if any), office held and, if relevant, the ward each member represents).	As above	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address, if used)	As above	As above

Information to be published	How the information can be obtained	Cost
Location of main Council office and accessibility details	The Council does not have an office. The Clerk works from home and can be contacted as above	As above
Staffing structure	The Council only employs a Clerk/RFO, who works 60 hours per month.	As above
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. Information for current and previous financial year provided as a minimum	As above	As above
Annual Audited Accounts	As above	As above
Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Statement of payments made to all elected members	As above	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Information for current and previous financial year provided as a minimum	As above	As above
Community Plan (current and previous year as a minimum)	As above	As above

Information to be published	How the information can be obtained	Cost
Local charters drawn up in accordance with WG, OVW & WLGA guidelines	Not applicable	Not applicable
Data Protection, Health & Safety impact assessments (in full or summary format)	As above	As above
Class 4 – How we make decisions (Decision making processes and records of decisions) Information for current and previous financial year provided as a minimum	As above	As above
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	As above	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws	Not applicable	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). This will be current information only	As above	As above
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers	As above	As above

Information to be published	How the information can be obtained	Cost
Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity Policies Health & Safety Policy Recruitment policies and current vacancies, including opportunities for becoming a co-opted member Policies and procedures for handling requests for information Customer Services and Complaints procedures (including those covering requests for information and operating the publication scheme)	As above	As above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection and privacy policies	As above	As above
Welsh Language Standards (details of how we comply with the requirements of the Welsh Language Act 1993	As above	As above
Class 6 – Lists and Registers Currently maintained lists and registers only	As above. Some information may only be available by inspection	As above
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	As above
Assets Register	As above	As above
Disclosure log detailing responses to previous FOI and EIR requests	As above	As above

Information to be published	How the information can be obtained	Cost
Register of members' interests	As above	As above
Register of gifts and hospitality	As above. None received in past	As above
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). This will be current information only	As above	As above
Allotments	As above	As above
Burial grounds	As above	As above
Parks, playing fields and recreational facilities	As above	As above
Seating, litter bins, clocks, memorials and lighting	As above	As above
Bus shelters	As above	As above
Services for which the Council are entitled to recover a fee, together with those fees (e.g. Burial fees)	As above	As above

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 incurred by the Council
	Photocopying @ 10p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		None
Other		Time of the Clerk for bulk requests