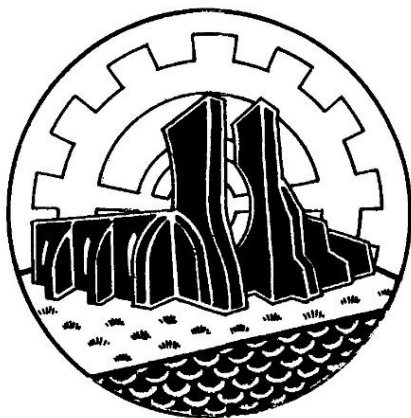




**DYFFRYN CLYDACH COMMUNITY COUNCIL
CYNGOR CYMUNED DYFFRYN CLYDACH**

Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational Information, structures, locations and contacts) Council Structure Councillor names Contact details of Council Clerk Committee Membership	On the Website	FREE
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)		

Current and previous financial years Annual Return to Welsh Audit Commission including: - Statement of Accounts - External Auditors Certificate and Opinion - Annual Internal Audit Report Member's allowances and expenses	On the Website On Noticeboards Hard Copy – See Contact Details Below	FREE FREE FREE up to 10 pages
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Annual Report	On the Website Hard Copy - See Contact Details Below	FREE FREE up to 10 pages
Class 4 – How we make decisions (Decision making processes and records of decisions) Timetable of Council Meetings Agendas for Council Meetings Minutes of Council Meetings	On the Website On Noticeboards Hard Copy	FREE FREE FREE up to 10 pages
Class 5 – Our policies and procedures		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Council Business - Standing Orders - Financial Regulations - Code of Conduct - Freedom of Information - Data Protection Employment - Recruitment - Equality and Diversity - Health and Safety	On the Website Hard Copy	FREE FREE up to 10 pages
Class 6 – Lists and Registers Currently maintained lists and registers only Register of Members' Interests Register of Gifts and Hospitality Disclosures Log	On the Website Hard Copies Some information may only be available by inspection	FREE FREE up to 10 pages
Class 7 – The services we offer Information (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Events Throughout The Year Ymlaen – biannual newsletter Playparks Coed Bach Woodland Coed y Graig Woodland Council Website (dyffrynclydach.gov.wales)	On the Website	FREE
	On Social Media	FREE
	On Noticeboards	FREE
	Hard Copies	Ymlaen delivered free of charge

Contact details:

Andrea Mateo, Clerk to Dyffryn Clydach Community Council, The Drive, Neath Abbey, SA10 7HD

Tel: 07821163975. **Email:** clerk@dyffrynclydachcc.gov.wales. **Website:** dyffrynclydachcc.gov.wales

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 @ 2p per sheet (black & white)	Free up to 10 pages, cost price thereafter
	Photocopying @ 10p per sheet (colour)	Cost Price
Postage	Postage	Cost Price
Statutory Fee	None	Free

Adopted by Council 02/09/2025