



Public Question Time Protocol

A period of up to 15 minutes in each Full Council meeting shall be allowed for public questions. A period of [----] minutes in each committee meeting shall be allowed for public questions. This shall be reviewed at each AGM, starting 2024.

- 1) Town Council meetings are currently held on a hybrid basis. A separate policy for this practice is in place.
- 2) Any person may ask questions of the Mayor or of the chairpersons of committees of the Council.
- 3) A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the clerk at clerk@glynneathtowncouncil.gov.uk no later than 5pm, 1 Working Day before the day of the meeting. Each question must give the name and address of the questioner (email address is sufficient) and must give reference to which item of the Agenda is being addressed.
- 4) Where the questioner indicates that they wish to ask their questions in the Welsh language, welsh language translation will be sought for that particular question and answer. In the event that Welsh language translation is not available, then this will be discussed with the questioner and alternative arrangements will be considered/sought.
- 5) Where the questioner indicates any additional needs to enable the question to be put, the Clerk shall liaise with the questioner to ensure all appropriate needs are capable of being met in the delivery of the questions. In the event that reasonable adjustments are not able to be made, alternative methods of delivery of the question will be considered with the questioner.
- 6) At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

- 7) The Chair may reject a question, provided they have consulted with the Clerk, (with the ruling of the Chair final) if it:
- a. Is not related to matters for which the Council has a responsibility
 - b. Comes from an individual who has been declared a vexatious complainant pursuant to the Council's Unreasonable Behaviour Policy.
 - c. Is in relation to matters which
 - i. are defamatory, frivolous or offensive;
 - ii. have been considered by the Council's Complaints Policy
 - iii. require the disclosure of confidential or exempt information; or
 - iv. relate to the personal circumstances or conduct of any officer and Member or conditions of service of employees;
 - v. which are ultra vires for the Council or unlawful;
 - vi. is substantially the same as a question which has been put at a meeting in the past six months;
 - vii. relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the Member of the Senedd or an investigation by the Public Service Ombudsman for Wales;
 - viii. is a statement or otherwise is not a genuine enquiry;
- 8) The Clerk will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting. The questioner shall be given the opportunity to read their question orally.
- 9) Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions.
- 10) If the questioner is absent or fails to identify themselves then the question will be deemed to be withdrawn.
- 11) A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must relate to the original question or the answer given and be limited to one minute. The Chair may reject a supplementary question on any of the grounds set out above.
- 12) No more than five minutes will be allowed for a response to any one question.
- 13) Any question which cannot be dealt with during public question time, either because of lack of time or because of the nonattendance of the Member, to whom it was to be put, will be dealt with by a written answer.

- 14) An answer may take the form of:
- a. an oral answer given by the person to whom the question is addressed or another person nominated by them;
 - b. where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - c. where the reply cannot conveniently be given orally, a written answer circulated later to Members of the Council.
- 15) The Chair shall have the discretion to instruct that a composite answer may be given to any questions which are closely related or on the same subject matter, wherever he/she considers this appropriate. This shall not prejudice any right to ask a supplementary question.
- 16) Anyone acting in an offensive or inappropriate manner, using offensive or inappropriate language, displaying offensive or inappropriate images or otherwise seeking to disrupt the meeting or cause a disturbance will be removed from the meeting without warning.



Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out-of-date distribution lists.

- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?

- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:
- Data that relates to a living individual who can be identified:
- a) from the data, or
 - b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.
- It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.
- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.

- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis.
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

List of Documents for Retention and Disposal

The retention period should be the number of years specified **plus** the current financial period

This list is not exhaustive. If you are unsure about any documentation, contact the Data Protection Officer for clarification.

Document	Retention Period	At FYE 2024 dispose FYE:
Financial		
Receipt and Payment account(s)	Indefinite	Never
Receipt books of all kinds	6 years	2018
Bank statements including deposit/savings accounts	Last completed audit year	2022
Bank paying-in books	Last completed audit year	2022
Cheque Book Stubs	Last completed audit year	2022
Paid Invoices	6 years	2018
Paid cheques	6 years	2018
VAT and HMRC records	6 years	2018
Petty Cash, postage, and telephone books	6 years	2018
Salary sheets including superannuation	12 years	2012
Time Sheets	Last completed audit year	2022
Personnel		
Pension records	Until individual is 66 years old	Various
Personnel records/Employment Contracts	7 years after termination of employment	Various
Identification Documents	2 years after termination of employment	Various
Corporate		
Minutes	Indefinite	Never
Scales of fees and charges	6 years	2018
Quotations and tenders	6 years	2018
Insurance Policies	While valid	Various
Certificates for insurance for liability for employees	40 years from date of insurance commenced or renewed	Various
Title deeds, leases, agreements, contracts	Indefinite	Never
Hall hire	6 years	2018
Complaints	3 years	2021
Members Allowance Register	6 years	2018
Neighbourhood plans	Indefinite	Never
Play Area Inspection Reports	21 years	2003
Health and Safety		
Accident and Incident Forms	25 years	1999
Risk Assessments	On going	Current
H&S Documents and External Contractor	4 years	2020
Records of reportable injuries, diseases or dangerous occurrences	3 years	2021



**CYNGOR
TREF
GLYNNEATH TOWN COUNCIL**

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA
TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK
WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Environmental Policy

Glynneath Town Council recognises it has a significant impact on the local environment within Glynneath and is committed to supporting the creation of a sustainable community.

Within its area of operation, the services, events, and activities it delivers, Glynneath Town Council aims for environmental efficiency – actively trying to protect and enhance the local environment and biodiversity while striving to ensure wider adverse environmental impact does not occur as a result.

Glynneath Town Council works in partnership with Neath Port Talbot County Borough Council and supports their stated commitment to protect and enhance the environment for future generations by promoting sustainable practices and considering environmental, ecological, social, and economic factors in decision-making.

The Council considers the following two goals of the Well-being of Future Generations Act 2015 appropriate within the context of this policy:

A prosperous Wales:

An innovative productive and low-carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change).

A resilient Wales:

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic, and ecological resilience and the capacity to adapt to change.

In accordance with the Section 6 Biodiversity and Resilience of Ecosystems Duty under the Environment (Wales) Act 2016, Glynneath Town Council has produced an Action plan which is reviewed annually.

Glynneath Town Council will consider the impact its activities have on both climate change and biodiversity issues and where practicable, within the resources of council, will attempt to introduce measures that either mitigate negative outcomes or actively support beneficial outcomes.

The overarching aims of the Environmental policy are:

- To preserve and enhance the natural environment within Glynneath.
- To support residents' enjoyment of the local environment.
- To support the principles of sustainable development and the impact of activities on future generations.
- To promote the value of the local environment on well-being and quality of life.

Glynneath Town Council will strive to:

- Comply with current environmental legislation and meet its statutory environmental responsibilities.
- Minimise the consumption of all resources used in its operations and in the administration of its activities, using renewable resources and electronic communications wherever possible.
- Avoid the creation of unnecessary waste by strategic purchasing
- Recycle and reuse waste materials where possible, disposing of all necessary waste through safe and responsible methods.
- Conserve and enhance the built and natural environment within its area of operation, helping to enhance the well-being of local people and visitors.

- Promote local biodiversity in the activities carried out by the Council.
- Where possible, support local initiatives aimed at climate change and/or biodiversity.
- Reduce the need for the movement of people and resources. Where movement is necessary, encourage the use of public transport and active travel options including cycling and walking.
- Source resources and services locally where possible to minimise environmental damage caused by the movement of goods and people.

This policy will be reviewed every three years to ensure it reflects the Town Council's priorities and action plans whilst also adhering to legislative duties and reporting requirements.

Adopted by Council: _____

Signed:

Mx. C Willcox
Clerk to Council

Cllr C Edwards
Mayor



**CYNGOR TREF GLYNNEDD
GLYNNEATH TOWN COUNCIL**

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA
TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK
WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Information available from Glynneath Town Council

Glynneath Town Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified license. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	Free
Who's who on the Council and its Committees	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Location of main Council office and accessibility details	Web site. Hard copies by request from the Town Clerk by	Website – Free Hard Copy – see

	telephone, post or email	'Schedule of Charges'
Staffing structure	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
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 year as a minimum	(hard copy or website; some information may only be available by inspection)	Website – Free Hard Copy – see 'Schedule of Charges'
Annual return form and report by auditor	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Finalised budget	Web site (via minutes) Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Precept	Web site (via minutes) Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Borrowing Approval letter	Hard copies by request	Hard Copy –

	from the Town Clerk by telephone, post or email	see 'Schedule of Charges'
Financial Standing Orders and Regulations	Website Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Grants given and received	Web site (via minutes) Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
List of current contracts awarded and value of contract	Web site (via minutes) Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Members' allowances and expenses	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website; some information may only be available by inspection)	
Community Plan (Town Council specific)	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Annual Report	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website; some information may only be available by inspection)	
Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings)	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Agendas of meetings (as above)	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Minutes of meetings (as above)	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of

		Charges'
Responses to consultation papers	Website (via Minutes) Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Responses to planning applications	Website (via Minutes). Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website; some information may only be available by inspection)	
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 Code of Conduct Policy statements	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'

Policies and procedures for the provision of services and about the employment of staff where and if applicable: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Information security policy	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Records management policies (records retention, destruction and archive)	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Data protection policies	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Schedule of charges (for the publication of information)	By request to the Town Clerk (email /telephone /post	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Assets register	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town/Community councils)	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'
Register of members' interests	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'
Register of gifts and hospitality	Hard copies by request from the Town Clerk by telephone, post or email	Hard Copy – see 'Schedule of Charges'

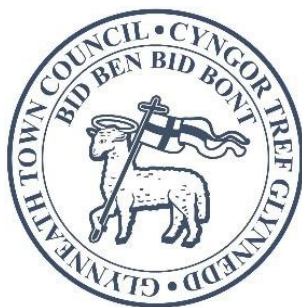
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Burial grounds and closed churchyards	Website. Hard copies by request from the Town Clerk by telephone, post or email	
Community centres	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see ‘Schedule of Charges’
Parks, playing fields and recreational facilities	Web site. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see ‘Schedule of Charges’
Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see

		'Schedule of Charges'
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website. Hard copies by request from the Town Clerk by telephone, post or email	Website – Free Hard Copy – see 'Schedule of Charges'

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 or printing @ 5p per side of sheet (black &white)	Printing Costs
	Photocopying or printing @ 50p per side of sheet (colour)	Printing Costs
	Postage = cost of stamp	Actual cost of Royal Mail standard 2 nd class (dependant on size of package)
Statutory Fee	Any statutory fee that might be chargeable by outside bodies.	In accordance with the relevant legislation (quote the actual statute)



CYNGOR TREF GLYNNEATH GLYNNEATH TOWN COUNCIL

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA

TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK

WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Fixed Asset Policy

Introduction

Local councils must maintain an asset register to ensure its fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document over the following Municipal Year, during which Officers will update and amend details, as necessary.

A Fixed Asset Register:

- forms part of the 'Annual Return' (box 9)
- forms a basis for decisions on risk and insurance issues.
- provides information on the age and potential lifespan of certain items
- provides assurance of the continued existence of the Council's property.

The Council's asset register includes all items, whether purchased, gifted or otherwise acquired:

- land and buildings held freehold or on long-term lease in the name of the Council
- community assets
- open spaces equipment such as playgrounds
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets such as office equipment, street furniture

Schedule

1. The minimum value of an item to be included in the Asset Register will be £500.
2. Items valued at less than £500 will not be added to the Asset Register and will not be added to the insurance schedule.
3. Assets, other than buildings, vehicles, street furniture, playground equipment and outdoor furniture, shall be insured at their replacement value
4. Insurance valuations shall normally be reviewed annually and set at the rate advised by the insurance company when the Policy is renewed. Renewal occurs in July each year.
5. New street furniture, playground equipment and other uninsured items will be added to the Asset Register.
6. Customised items of street furniture will be considered on an individual basis, to decide if insurance cover is appropriate.
7. All capital items, other than property shall be written off using a straight-line depreciation method, over their determined life.
8. New assets will be assessed at the time of purchase to determine their expected life span. These Assets will be expected, in general, to reflect the life spans of the existing assets.
9. All assets will be allocated a unique asset number. This will be a six-digit number with the first two digits being a location code and the last four digits being a unique number for assets at the specified location. This will be implemented for new assets and retro-allocated for historical.
10. An annual stock take of the assets will be undertaken to be completed by the end of September each year.
11. Wherever possible all Assets shall be security marked.
12. The method for Asset valuation is to ensure a consistent approach is taken. The Asset valuation for the Annual Accounts is prepared on the basis of a nominal £1 value for all Community Assets. Insurance values are used for land, buildings and other assets with a value of over £500.