



**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- the information is archived, out of date or otherwise inaccessible; or,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)