



INFORMATION AVAILABLE FROM THREE CROSSES COMMUNITY COUNCIL UNDER THE FREEDOM OF INFORMATION ACT
[MODEL PUBLICATION SCHEME]

Three Crosses Community Council : Responsible Officer Ian Donaldson, Clerk to the Council
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INFORMATION TO BE PUBLISHED	HOW TO OBTAIN THE INFORMATION	COST
1 Who we are and what we do;		
Three Crosses Community Councillors Names and Contact Details	Displayed on Village Noticeboard at the Post Office. Published in Crwys Newsletter quarterly Available on website www.threecrosses.org.uk	Free
Community Centre Manager Mrs Sandra Hutchings Hall Availability & Booking Details	01792 874080	Free
2 What we spend and how we spend it;		
Annual Accounts	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Current Year Accounts	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Annual Return Form , Auditor's Report	Available on website www.threecrosses.org.uk	Free to inspect, see copy costs Section 7
Precept	Available on website www.threecrosses.org.uk	Free
Finalised Budget [Summary]	Available on website www.threecrosses.org.uk	Free
Finalised Budget [Detailed]	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Financial Regulations	Available on website www.threecrosses.org.uk	Free
Risk Assessment	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
3 What our priorities are, progress made;		
Local Charters	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Community Strategy	Published in Crwys News [Issue 5] Available on website www.threecrosses.org.uk	Free

THREE CROSSES COMMUNITY COUNCIL
Cyngor Cymuned Y Crwys

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4 How we make decisions;		
Timetable of Meetings	Village Noticeboards Available on website www.threecrosses.org.uk	Free
Agendas	Village Noticeboards Available on website www.threecrosses.org.uk	Free
Minutes of Monthly Meetings [nb this excludes information properly regarded as private to the meeting]	Village Noticeboards Available on website www.threecrosses.org.uk	Free
Reports presented to Council Meetings [nb this exclude information properly regarded as private to the meeting]	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Responses to Consultations	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Responses to Planning Applications	Village Noticeboards [Meeting Minutes] Available on website www.threecrosses.org.uk	Free
5 Our Policies and Procedures;		
Constitution Document	Available on website www.threecrosses.org.uk	Free
Members Code of Conduct	Available on website www.threecrosses.org.uk	Free
Standing Orders	Available on website www.threecrosses.org.uk	Free
Health and Safety Policy	Available on website www.threecrosses.org.uk	Free
Equality and Diversity Policy	Available on website www.threecrosses.org.uk	Free
Complaints Procedure	Available on website www.threecrosses.org.uk	Free
Records Management Policy	Available on website www.threecrosses.org.uk	Free
Data Protection Policy	Available on website www.threecrosses.org.uk	Free
6 Lists and Registers;		
Assets Register	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Register of Members Interests	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7
Register of Gifts and Hospitality	Can be inspected by appointment with the Clerk	Free to inspect, see copy costs Section 7

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SCHEDULE OF CHARGES

7 TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying : A4 10p per sheet [black and white] A3 20p per sheet [black and white] A4 20p per sheet [colour] A3 40p per sheet [colour]	Actual Cost incurred by the Community Council
	Postage	Actual Cost 2 nd Class Post

Revision and Control

Revision	Revised by	Date	Approved by Council	Date
01	IW Donaldson	08/07/13	<i>Ponstein Hood-Williams</i>	18/07/13
02	IW Donaldson	28/10/14	<i>Ponstein Hood-Williams</i>	20/11/14
03	IW Donaldson	15/10/15	<i>Ponstein Hood-Williams</i>	15/10/15
04	IW Donaldson	17/11/16	<i>Ponstein Hood-Williams</i>	17/11/16
05	IW Donaldson	16/11/17	<i>Ponstein Hood-Williams</i>	16/11/17