

HENLLYS COMMUNITY COUNCIL

PUBLICATION SCHEME

In accordance with the Freedom of Information Act and the Environmental Information Regulations, all information held by the Community Council in the following classes is available as shown below:-

CLASS 1 WHO WE ARE AND WHAT DO WE DO

Who's Who in the Council -

Information available via

Henllys Community Council website – www.henllys-cc.gov.wales

Henllys Community Council newsletter

Henllys Community Council Facebook page

The Clerk at clerk@henllys-cc.gov.wales

telephone 07703194263

or by writing to the Council at Henllys Village Hall, Henllys Village Road, Henllys, Cwmbran, NP44 6JZ.

There is a free newsletter, published by the Community Council twice yearly and distributed to all homes in Henllys.

Contact Details

For individual Councillors, see the council's website or newsletter.

The Clerk can be contacted by telephone on 07703194263 or

by email – clerk@henllys-cc.gov.wales

Council Office

The Council's office is in Henllys Village Hall, Henllys Village Road, Henllys, Cwmbran NP44 6JZ

Information about the Council is also available on the website:

www.henllys-cc.gov.wales

Staffing Structure

The Council's Staff consists of a part-time Clerk, Mrs. Laura Grey and a part-time Playpark Warden.

The Function of the Council

The Community Council's activities include for:

- Representing residents' views
- monitoring environmental problems,
- reviewing planning applications,
- equipping and maintaining the village main playpark,
- publishing a newsletter twice a year which is delivered to every house in Henllys,
- representing Henllys on external bodies,
- sponsoring the village fete,
- making grants to voluntary organisations,
- environmental improvements.

CLASS 2 -WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, procurement, contracts, financial audits and auditors' reports; members' expenses and Chairman's allowance, grant application forms are available on the Henllys Community Council's Website, but hard copies may be obtained from the Clerk

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING

The Community Council's business plan is available on the Council website. Alternatively a hard copy can be obtained from the Clerk.

CLASS 4 – HOW WE MAKE DECISIONS

Council agendas and minutes are available on the Council's website. Hard copies can be obtained from the Clerk.

CLASS 5 – OUR POLICIES AND PROCEDURES

The following are available on the Council's website.

Standing Orders
Business Plan
Policy Statements

Hard copies can be obtained from the Clerk.

CLASS 6 – LISTS AND REGISTERS

The following are available on the Council's website.

- Asset Register
- Register of members interests
- Payments made to Councillors

CLASS 7 – THE SERVICES WE OFFER

- Representing the interests of Henllys Residents
- Maintaining the Henllys Playpark.
- Awarding grants
- Rewarding community activities
- Providing minor environmental improvements.
- See also the information given under Class 1 – Function of the Council
- Production and distribution of the newsletter
- Regular and timely communications via social media

-NOTES

a) Charges

In accordance with guidance from the Information Commissioner's Office, the Council will make the appropriate charges to cover costs. Charges to be paid in advance.

All information on the Council's Website, is, of course, free.

b) Time Scale

We will endeavour to meet requests for information within 20 working days (i.e. discounting Saturdays, Sundays and public holidays) from the date of receipt of a written request.

c) Contacting the Clerk

The Clerk works on a part-time basis. Whilst she has answerphone facilities, it will generally be preferable for requests for information to be sent to her in writing at Henllys Community Council, Henllys Village Hall, Henllys Village Road, Henllys, Cwmbran NP44 6JZ or via e-mail to clerk@henllys-cc.gov.wales

d) If Requested Information cannot be supplied

Certain types of information are subject to official exemption and exceptions. For example, information covered by the General Data Protection Regulations. If we need to withhold any information, the reason for this will be explained to you. Repeated or vexatious requests may be refused.

e) Appeals

Applicants may appeal if:-

- the response took longer than 20 working days.
- information was withheld and they believe that the exemption or exception has been wrongly applied.
- the calculation of costs contravenes the Fees Regulations.
- the community council has, in any other way, mishandled the request.

The initial appeal should be made the Community Council itself, for consideration by internal review. If you are not satisfied with the outcome of this, the next stage of appeal is to the Information Commissioner at :-

Information Commissioner's Office (Wales), Cambrian Buildings, Mount Stuart Square, Cardiff CF10 1FL (<http://www.ico.gov.uk>).

If you are dissatisfied with the Commissioner's decision, there is a further right of appeal to the Information Tribunal.

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