



Cyngor Dinas Llanellwy St Asaph City Council

Publication Scheme

Class One - Who we are and what we do?

City Council members including contact details	webpage
Contact details for City Clerk	webpage
Committee Structure and Membership	webpage
Membership on Outside Bodies	webpage

Class Two - What we spend and how we spend it?

Annual return for and report by auditor	PDF on website
Annual Statement of Accounts	PDF on website
Standing Orders	PDF on website
Financial Regulations	PDF on website
Members Allowances & Expenses	PDF on website
Grants given and received – see Annual Statement of Accounts	PDF on website
Precept – see Annual Statement of Accounts	PDF & minutes on website
Lists of contracts awarded & value of contract	Minutes

Class Three - What our priorities are and how we are doing?

City Plan (awaiting approval)	webpage
Biodiversity Report & Action Plan	webpage

Class Four - How we make decisions

Decision making processes and records of decisions

Schedule of meetings	webpage
Agendas of upcoming meetings	webpage
Minutes of meetings – excluding confidential information • Full Council • Environment & Assets Committee • Events Committee	

• Flood & Community Emergency Working Party • Licensing Committee • Policy Resources & Finance Committee • Website Working Group	webpage
Responses to Consultation Papers	Minutes on website
Responses to Planning Applications	Minutes on website

Class Five - Our Policies & Procedures

Standing Orders	PDF on website
Financial Regulations	PDF on website
Committee terms of Reference: • Environment & Assets Committee • Events Committee • H R Committee • Licensing Committee • Policy, Resources & Finance Committee • Christmas Lighting Working Group • City Plan Working Group • Flood & Community Emergency Working Group • Mill Race Meadow Working Group • Website Working Group	PDF on website
Members' Code of Conduct	PDF on website
Complaints Policy	PDF on website
Delegations	PDF on website
E-mail Policy	PDF on website
Internet email and social media policy	PDF on website
Planning Protocol	PDF on website
Public Participation Policy	PDF on website
Remote Meeting Policy	PDF on website
Asset Maintenance Policy	PDF on website
Co-option Policy	PDF on website
Equality & Diversity Policy	PDF on website
Environment Policy	PDF on website
Flag Protocol	PDF on website
Grants Awarding Policy & Application	PDF on website
Community Engagement Policy	PDF on website
Volunteer Policy	PDF on website
Personal Safety Zero Tolerance Policy	PDF on website
Procurement Policy	PDF on website
Sign Policy	PDF on website
Memorial Tree and Bench Policy	PDF on website
Welsh Language Policy	PDF on website

Memorial Application	PDF on website
Safeguarding Policy	PDF on website
CCTV Policy	PDF on website
Data Inventory	PDF on website
Document Retention Policy	PDF on website
Personal Data Complaints Policy	PDF on website
Complaints Policy SAR	PDF on website
Website Privacy Policy	PDF on website
Website and Photographs Policy	PDF on website
Privacy Notice - General	PDF on website
Publication Scheme	PDF on website
Freedom of Information Policy	PDF on website
Freedom of Information Disclosure Logs	PDF on website
Data Protection Policy	PDF on website
Register of Members' Interests	PDF on website
Policies about employment	PDF available from clerk
Cyber Security Policy	PDF available from clerk

Class Six – Lists and Registers

Asset Register	PDF available from clerk
Register of Members Interests	PDF on website
Register of gifts & Hospitality	PDF available from clerk

Class Seven - The Services we offer:

Play Areas: • Bryn Gobaith • Andrew Pirie Play Area (Llys Dyffryn) • Lower Street (St Asaph Common) • Wheeled Sports Play Area (St Asaph Common)
MUGA at Roe Plas Meadow
Tennis Court at Roe Plas Meadow
Litter Bins on Council land
Benches
Open Spaces: • Roe Plas • St Asaph Common
Bus Shelters
War Memorial
Mary Short Memorial Fountain
H M Stanley Monument
Parking Areas
Room Hire for meetings (up to 14 people)

Events:

- Remembrance Sunday
- Civic Service

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form;
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Charges which may be made for information published under this scheme:

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual cost plus packaging
	Postage cost	Actual cost of Royal Mail 2 nd class
Statutory Fee	To cover time spent by staff collating the information	In accordance with relevant legislation.

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