

Information available from Old St Mellons Community Council
 - Under the Freedom of Information Act model publication scheme

Information published	How to get the information	Cost
Who we are and what we do		
<p>Our main location is at:</p> <p>The Village Hall Newport Road Old St Mellons Cardiff CF3 5UN <i>(The Village Hall may also be accessed from Elgar Crescent)</i></p>	<p>Website Hard copy from the Clerk</p>	<p>Free Fee</p>
<p>Property owned by the Council:</p> <p>Village Hall Newport Road Playing Fields, Ty'r Winch Road Tennis Courts, Ty'r Winch Road St. Edeyrn's Churchyard</p>		

<p>Contact details for Clerk to the Council:</p> <p>Lakeside 393 Coed-y-Gores Llanedeyrn Cardiff CF23 9NR</p> <p>Tel Mobile: 07543 791759 Correspondence to the Clerk: clerk@oldstmellonscommunitycouncil.org.uk</p>		
<p>Membership of the Council:</p> <p>Councillors:</p> <p>Cllr Victor Davies - 07540 564500 Cllr Gaynor Hassan – gaynorhassan@gmail.com Cllr Rosemary James – Chairperson 02920 796845 Cllr Sarah Johns – Vice Chair 07855 891096 Cllr Dennis Matthews Cllr Charles Price Cllr Dianne Rees - 02920 794918 Cllr Derek Stroud – 02920 259892 Cllr Joel Williams</p>		
<p>The Council employs part-time staff:</p> <p>Clerk: Ms N Evelyn-Gauci: 07543 791759 email: clerk@oldstmellonscommunitycouncil.org.uk Responsible Finance Officer: Mr P Good: 02920 754352 email: paulgood44@sky.com Caretaker – Mr P Witcombe</p>		
<p>What we spend and how we spend it</p>		

Annual return form and report by auditor	Hard copy from Clerk	Fee
Finalised budget	Hard copy from Clerk	Fee
Precept (annual grant for Cardiff Council)	Hard copy from Clerk	Fee
Financial Standing Orders and Regulations	Hard copy from Clerk	Fee
Grants given and received	Website (See Minutes) Hard copy from the Clerk	Free Fee
List of current contracts awarded and value of contract	Hard copy from the Clerk	Fee
Allowances (Chair only) and expenses claimed	See annual return	Fee
What our priorities are and how we are doing		
Village Plan - currently being reviewed by Council	Hard Copy from Clerk	Fee

How we make decisions		
Agendas of meetings	Website Community Notice Boards Hard copy from the Clerk	Free Free Fee
Minutes of meetings	Website Hard copy from the Clerk	Free Fee
Reports presented to council meetings	Hard copy from the Clerk	Fee
Responses to consultation papers	Hard copy from the Clerk	Fee
Responses to planning applications	Hard copy from the Clerk	Fee
Our policies and procedures		

<p>Policies and procedures for the conduct of council business</p> <p>Standing Orders Financial Regulations Code of Conduct Information available – under the Freedom of Information Act</p>	<p>Hard copy from the Clerk</p>	<p>Fee</p>
<p>Schedule of charges for the publication of information - see below.</p>	<p>Hard copy from the Clerk. Website</p>	<p>Fee Free</p>
<p>Lists and Registers</p>		
<p>Assets Register</p>	<p>Hard copy from the Clerk</p>	<p>Fee</p>

The Services we Offer		
Burial ground – St Edeyrn’s Church	Hard copy from the Clerk	Fee
Village Hall Playing Fields and Tennis Courts	Website Hard copy from the Clerk	Free Fee
The Council produces an Information Leaflet and Newsletter for residents.	Hard copy from the Clerk	Free
Heritage Trail Information Boards		Free

The Council website is part of the Old St Mellons website at <http://www.oldstmellonscommunitycouncil.org.uk>

The Council also provides information notice boards outside the:
 Village Hall, Newport Road
 Playing Fields entrance, Ty'r Winch Road
 Hastings Crescent near the junction with William Nicholls Drive
 Arcon House Blackbirds Way

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying - admin charge of £5 and A4 20p per sheet, A3 40p per sheet - black & white	Cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with any relevant legislation

More information about the Freedom of Information Act 2000 is available from the Information Commissioner’s

Office website at <http://.ico.gov.uk/>. The Information Commissioner's model publication scheme can be seen at http://www.ico.gov.uk/for_organisations/freedom_of_information/model_publication_scheme.aspx