

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>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>The Village Hall Newport Road Old St Mellons Cardiff CF3 5UN</p> <p>Tel Mobile: 07543 791759 Correspondence to the Clerk: clerk@oldstmellonscommunitycouncil.org.uk</p> | | |

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| <p>Membership of the Council:</p> <p>Councillors:</p> <p>Chair - Cllr Dianne Rees - dianne.rees50@icloud.com Vice Chair – Cllr Jane Croad - janecroadosmc@gmail.com Cllr Anne Hopewell-Ash - a.hopewellash@btinternet.com Cllr Ashley Bishop - ashley.bishop0212@gmail.com Cllr Ieuan Burridge-Bryant - ieuanbb@icloud.com Cllr Debbie Brown - d.brown18hastings@gmail.com Cllr Rosemary James - arwajames@btinternet.com Cllr Gaynor Hassan - gaynorhassan@gmail.com Cllr John Summers Co-Opted - johnno138@yahoo.com</p> | | |
| <p>The Council employs part-time staff:</p> <p>Clerk: Mrs N Evelyn-Gauci: 07543 791759 email: clerk@oldstmellonscommunitycouncil.org.uk</p> <p>Responsible Finance Officer: Mrs Nadine Dunseath email: rfo@oldstmellonscommunitycouncil.org.uk</p> <p>Caretaker: Mr Dale Johnston: 07714 791635</p> | | |
| <p align="center">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 | Website Hard copy from Clerk | Free Fee |

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| 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 |
| Members' Allowances and expenses claimed | See annual return - website | Free |
| What our priorities are and how we are doing | | |
| Annual Report | Website | Fee |
| How we make decisions | | |
| Agendas of meetings | Website Community Notice Boards Hard copy from the Clerk | |
| Minutes of meetings | Website Hard copy from the Clerk | Free Fee |
| Reports presented to council meetings | Website – see Minutes Hard copy from the Clerk | Free Fee |
| Responses to consultation papers | Website – see Minutes Hard copy from the Clerk | Free Fee |
| Responses to planning applications | Hard copy from the Clerk | Fee |
| Our policies and procedures | | |
| Policies and procedures for the conduct of council business Standing Orders Financial Regulations Code of Conduct Information available – under the Freedom of Information Act | Website Website Website Hard copy from the Clerk | Free Free Fee Fee |

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| Schedule of charges for the publication of information - see below. | | |
| Lists and Registers | | |
| Assets Register | Hard copy from the Clerk | Fee |
| Register of members' interest | Website Hard copy from the Clerk | Free Fee |
| 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 |

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
- St. Edeyrn's Village

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 |
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| 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 <https://ico.org.uk/>