

Information available from Old St Mellons Community Council

Under the Freedom of Information Act model publication scheme



Freedom of Information Policy for Old St. Mellons Community Council

Introduction

Old St. Mellons Community Council is committed to transparency and accountability in its operations. This policy outlines the Council's approach to handling requests for information under the Freedom of Information Act 2000 (FOIA). The Council recognises its legal obligations and aims to provide access to information while safeguarding sensitive data in accordance with statutory exemptions.

Scope

This policy applies to all recorded information held by the Council, including electronic and paper records. It covers requests made by individuals, organizations, and other entities seeking access to information about the Council's activities, decisions, and services.

Legal Framework

The Council operates under the Freedom of Information Act 2000, which grants the public the right to access information held by public authorities. The Act is supplemented by the Environmental Information Regulations 2004 (EIR) for environmental data and the Data Protection Act 2018 (DPA) for personal information. The Council adheres to guidance provided by the Information Commissioner's Office (ICO) to ensure compliance with these laws.

Publication Scheme

The Council maintains a [Model Publication Scheme](#) as recommended by the ICO. This scheme outlines the categories of information routinely made available, including:

- Who we are and what we do (e.g., Council membership, contact details, property owned).
- Financial information (e.g., budgets, annual returns, grants).
- Decision-making processes (e.g., agendas, minutes, consultation responses).
- Policies and procedures (e.g., Standing Orders, Code of Conduct).
- Lists and registers (e.g., assets register, members' interests).
- Services offered (e.g., burial grounds, playing fields).

Information is accessible via the Council's website, notice boards, or by contacting the Clerk. Charges may apply for hard copies, as detailed in the Schedule of Charges.

Requesting Information

Requests for information must be submitted in writing to the Clerk at the Council's main office or via email. The request should clearly specify the information sought. The Council will respond within 20 working days, as stipulated by the FOIA, and may charge fees for photocopying and postage.

Exemptions

Certain information may be exempt from disclosure under the FOIA, including:

- Personal data protected by the DPA.
- Information affecting national security or law enforcement.
- Confidential or commercially sensitive data.
- Environmental information covered by the EIR.

The Council will provide reasons for refusing requests and inform applicants of their right to appeal to the ICO.

Collaboration and Review

The Council collaborates with Cardiff City Council and other local groups to ensure effective implementation of this policy. Regular reviews are conducted to update the publication scheme and address emerging legal requirements.

Contact Information

For enquiries or requests, contact:

Clerk to the Council
Old St. Mellons Village Hall, Newport Road, Old St. Mellons, Cardiff CF3 5UN
Email: clerk@oldstmellonscommunitycouncil.org.uk
Phone: 07543 791759

This policy reflects the Council's commitment to openness and community engagement while safeguarding sensitive information. It will be reviewed annually to ensure compliance and relevance.

Information published	How to get the information	Cost
Who we are and what we do		
Our main location is at: Old St. Mellons Village Hall Newport Road Old St Mellons Cardiff CF3 5UN <i>(The Village Hall may also be accessed from Elgar Crescent)</i>		

<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>		
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<p>Contact details for Clerk to the Council:</p> <p>Old St. Mellons 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: Chair - Cllr Debbie Brown Co-Opted: d.brown18hastings@gmail.com Vice Chair – Cllr Sam Evans Co-Opted: sam.evansosmcc@gmail.com Cllr Ieuan Burrige-Bryant Co-Opted: ieuanbb@icloud.com Cllr Jane Croad: janecroadosmc@gmail.com Cllr Gaynor Hassan: gaynorhassan@gmail.com Cllr Anne Hopewell-Ash: ahopewellash@btinternet.com Cllr Rosemary James: arwajames@btinternet.com Cllr Dianne Rees: dianne.rees50@icloud.com Cllr John Summers: johnno138@yahoo.com</p>		
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<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>		
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What we spend and how we spend it		
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
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	Website	Free
Financial Regulations	Website	Free
Code of Conduct	Website	Free
Information available – under the Freedom of Information Act	Hard copy from the Clerk	Fee
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
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/>

(This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg)