



Publication Scheme

Information available from Rhuddlan Town Council under the model publication scheme

Information available	How obtained
Class 1 – Who we are and what we do	
Who's who on the Council and its Committees	Hard copy and website
Contact details for Town Clerk and Council members	Hard copy and website
Location of Town Clerk's Office and accessibility details	Hard copy and website
Staffing Structure	Hard copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Minutes
Finalised budget	Minutes
Precept	Minutes
Borrowing Approval Letter	Not applicable
Grants given and received	Minutes
List of contracts awarded and value of contract	Minutes
Members expenses	Minutes
Members allowance	Minutes
Class 3 – What our priorities are and how we are doing	
Town Council Plan	Minutes
Annual Report to Town Meeting	Minutes
Quality Status	Not applicable
Local Charter drawn up in accordance with DCLG guidelines	Not applicable

Class 4 – How we make decisions	
Time table of meetings	Website. Hard copy
Agenda of meetings	Website. Hard copy
Minutes of meetings (this will exclude information that is properly regarded as private)	Website. Minutes
Responses to consultation papers	Website. Minutes
Responses to planning applications	Website. Minutes
Bye-laws	Website. Minutes
Class 5 - Our policies and procedures	
Policies and procedures for the conduct of council business	Website. Minutes
Standing Orders	Website. Minutes
Committee and sub – committee terms of references	Website. Minutes
Delegated authority in respect of officers	Website. Minutes
Code of Conduct	Website. Minutes
Policies about employment	Hard copy
Internal policies relation to the delivery of services	Hard copy
Equality and Diversity Policies	Website. Minutes
Health and Safety Policy	Hard copy
Recruitment Policies (including current vacancies)	Hard copy
Policies and procedures for handling request for information	Website. Minutes
Complaint procedures	Website. Minutes
Information Security Policy	Website. Minutes
Records Management Policies	Website. Minutes
Schedule of Charges for the publication of information	Not applicable
Class 6 – List and Registers	
Any publicly available register or list	Hard copy
Asset Register	Website. Minutes
Disclosure Log	Not applicable
Register of Members Interests	Website. Minutes
Register of gift and hospitality	Website. Minutes
Class 7 – the service we offer	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable

Community Centre and village Halls	Not applicable
Park, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorial and lightning	Hard copy
Bus Shelters	Hard copy
Markets	Not applicable
A summary of services for which the council is entitled to recover a fee (e.g. a burial fee)	Not applicable

Contact detail:

Town Clerk and Responsible Financial Officer

PO Box 224, Royal Mail, Llandudno LL30 1QX

07775 673706

clerk@rhuddlantowncouncil.gov.uk