

The Freedom of Information Act 2000

The Freedom of Information Act 2000 is designed to promote a culture of openness and accountability amongst public bodies by providing people with rights of access to records held by those bodies.

Llanwrtyd Town Council seek to comply with this act fully, and with this in mind is now making information as easily accessible as it can to the public at large. As well as on this website, information can be found in folders available in Llanwrtyd Library, and the Tourist Information Centre based at the Neuadd Arms Hotel.

We are open to your views and aspirations about the way we work and the service we provide to the residents of Llanwrtyd. Please tell us how we are doing. We might not have quite got it right, but we are working on it and value your support and ideas.

FREEDOM OF INFORMATION – CLASS 1

Freedom of Information – Model Publication Scheme – Class 1 – Who we are and what we do. Organisational information, structures, locations and contacts.

Who's who on the Council and its Committees, contact details for clerk and council members with telephone numbers and email addresses.

This information is on this website and in the information folders in the Library and TIC. There is also a list in the glass case outside the War Memorial Institute.

Location of main Council Office and accessibility details.

There is no 'manned' Council Office; however the Council Chamber is situated on the first floor of the War Memorial Institute, Irfon Terrace and this is the official address of Llanwrtyd Town Council. All correspondence however should be sent to the home address of the Town Clerk.

There is unfortunately no lift in the War Memorial Institute, however if a member of the public would like to attend a town council meeting and they are not able to access the council chamber, they should make contact with the clerk and alternatives will be sought. It would be helpful if as much notice as possible could be given for arrangements to be made.

Staffing Structure

Available on this website and in the information folders in the Library and TIC.

FREEDOM OF INFORMATION – CLASS 2

Freedom of Information – Model Publication Scheme – Class 2 – What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Annual Return and Report by Auditor.

Can be viewed on this website or by arrangements with the clerk.

Finalised Budget – 2013/14

Available via email or hard copy. Please make contact with the clerk.

Precept – 2013/14

The precept for the financial year 2013/14 is set at £16,000. The precept is paid by Powys County Council at the end of December, April and August. It is paid directly into the town council's bank account with Barclays Bank plc.

Borrowing Approval Letter

The town council has no borrowings.

Financial Standing Orders and Regulations.

The whole Financial Regulations Policy is on this website and in the information folders in the Library and TIC.

Grants Given and Received

The town council are responsible for paying yearly revenue grants to their community hall committees. This is mandatory, and a requirement for the community halls to then receive a yearly grant from Powys County Council. If the town council do not pay any of the above grants, the halls will not get grants from Powys County Council. The current grants the town council have to pay are: -

Victoria Hall	£400.00
Abergwesyn Hall	£250.00
Bromsgrove Hall	£700.00

The town council do not give or receive any other regular grants.

List of Current Contracts Awarded and Value of Contract.

The town council has some informal agreements for services, i.e. general caretaking and grass cutting.

General Caretaking in the town is currently undertaken by Chris Dodds, and his duties are many and varied. In general they include repair and maintenance of benches, the Pavilion, Play Area, Skateboard Park, Abergwesyn toilets, litter picking etc. Mr Dodds is self-employed, and sends in an itemised invoice on a quarterly basis for payment by cheque.

Powys County Council currently cuts the grass on Dolwen Field. This is confirmed yearly, so early in the New Year they write with a quote for the coming year and this is presented to members at their meeting for approval. The specification is to

cut the grass on a seven to ten day frequency throughout the growing season. The quote for 2013 is £1,001.87 excluding VAT. The invoice for the full year comes to the town council in October/November each year and is paid by cheque.

Chris Dodds strims the paths at Dolwen Field twice monthly during the growing season (April to November incl). This is an arrangement confirmed yearly. The cost for 2013 remains at £360. Mr Dodds will invoice the town council and he will be paid by cheque.

Anthony Croker cuts the grass on the Green, Skateboard Park and Play Area. The specification for this is approximately 2 cuts per month between March/April and September/October. The quote for 2013 remains at £45 per cut, and payment will be made by invoice and cheque.

Mrs Lee Wilson provides an ad hoc cleaning service at the Diamond Jubilee Pavilion, the agreed fee being £8 per hour and she is paid by cheque on production of an invoice.

Members Allowances and Expenses.

Members of this town council do not get allowances or expenses as a general rule. Conference fees and any associated expenses would however be considered and approved at town council meetings prior to the event.

FREEDOM OF INFORMATION – CLASS 3

Freedom of Information – Model Publication Scheme – Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews.

Community Plan

The town council does not have a community plan. There are however plans made by other groups within the town which have the support and approval of the town council.

During 2008/2009, LW-PARC, a group of young mums within the town raised money to purchase new play equipment for the toddler area on Dolwen Field. They raised £15,000, and the equipment is now in situ. This group are currently raising money to replace the multiplay which was condemned in the RoSPA inspection last year, and also to purchase some equipment for the play area for older children. The town council is working closely with this group, and a successful application for a grant has been made to the Aggregate Levy Fund for Wales. A further application for a grant is being made to Powys County Council, and once the remainder of the finance needed is raised, work on the project will begin.

The town council are responsible for insuring the equipment and public liability, plus ensuring regular fortnightly inspections and a yearly inspection by RoSPA

The Gardening Club were responsible for the re-landscaping of The Green. Information about this was publicised in Grapevine, and more information was available from Councillor Rowlands who at that time was Chairman.

The town council were successful in their applications for a grant to Aggregate Levy Fund for Wales and SITA UK. Work on the Diamond Jubilee Pavilion was completed in March and the official opening took place on May 4th 2013. The work included complete refurbishment of the inside to provide better access, more showers and toilets, and generally bring it up to standard, plus essential maintenance of the outside.

A Pavilion Management Group, including Councillors and representative of local Event Organisations has been set up to manage the field and pavilion and look at ways for further improvement and grant applications.

Local Charters drawn up in accordance with WAG, OVW and WLGA Guidelines.

None.

FREEDOM OF INFORMATION – CLASS 4

Freedom of Information – Model Publication Scheme – Class 4 – How we make decisions. Decision making processes and records of decisions.

Timetable of Meetings [council, any committee/sub-committee meetings and community meetings.]

The only timetable of meetings is in respect of meetings of the full town council which take place the third Wednesday of each month with the exception of August when no meetings are scheduled. There is no timetable for committee, sub-committee and community meetings, because they are arranged as and when needed. These meetings would however be publicised in the same way as Town Council meetings. Open meetings for public consultations are publicised by posters around town and a notice in Grapevine.

Agendas of Meetings [council, any committee/sub-committee meetings and community meetings.]

The agenda for town council meetings is displayed in the glass case outside the War Memorial Institute and on this website. Agendas for committee and sub-committee meetings would be shown in the same way. Agendas for public meetings would be shown in the same way and on posters around town.

Minutes of Meetings

DRAFT minutes of meetings are circulated to members and any amendments are sent to the clerk in writing. The minutes are then approved at the following meeting, and once approved; they are displayed on the notice board just inside the War Memorial Institute, in Llanwrtyd Library and on this website. This is standard procedure, and DRAFT minutes are not publicly displayed because it could create confusion. DRAFT minutes are available by request, however we would respectfully request that they are not to be circulated until after approval by members has taken place. Minutes and reports of other meetings are available by contacting the clerk.

Copies of any minutes or reports can be emailed to interested parties free of charge, or hard copies at a cost of 10p per A4 sheet plus 2nd class postage.

Reports Presented to Council.

Any report presented to the council would be discussed at the town council meeting and decided upon. Brief details of the report, plus the decision [if one is needed] would be recorded in the minutes. It could be decided that a special meeting be set up, and again that would be recorded in the minutes.

Responses to Consultation Papers.

Consultation papers would be presented to members in a similar way to reports. Any decision on a response would be recorded in the minutes. Any questionnaire would be copied for our records and all letters sent on behalf of the town council are kept electronically. These can be seen by contact with the clerk.

Responses to Planning Applications.

All planning applications sent to us from Powys County Council Planning Department are presented to members at their monthly meeting. They are discussed and the plans viewed, and their response recorded in the minutes. The clerk then completes and returns to Powys County Council a form for each application giving members approval or objections. Copies of the completed forms can be seen by contact with the clerk.

Bye-laws

The town council does not have any bye-laws; however it does have a Dog Exclusion Order for Dolwen Field which came into force on November 1st 2009. This order, map and procedure can be seen on this website, in the information folders in the Library and TIC, and in the glass case outside the War Memorial Institute.

FREEDOM OF INFORMATION – CLASS 5

Freedom of Information – Model Publication Scheme – Class 5 – Our Policies and Procedures. Current written protocols, policies and procedures for delivering our services and responsibilities.

Policies and Procedures for the Conduct of Council Business.

This information can be found in the following documents, all of which can be found on this website and in the information folders in the Library and TIC:

Financial Regulations
Standing Orders
Members Code of Conduct

Policies and Procedures for the Provision of Services and about the Employment of Staff.

The following policies can be found on this website and in the information folders in the Library and TIC. As new policies are developed, they will also be included:

Complaints Procedure
Disciplinary procedure
Equal Opportunities and Diversity
Grievance Procedure
Health and Safety Policy Statement
Policy on Unacceptable Actions by Individuals

FREEDOM OF INFORMATION – CLASS 6

Freedom of Information – Model Publication Scheme – Class 6 – Lists and Registers – Currently maintained lists and registers only.

Assets Register - Insurance Values

The Assets Register is available on this website and in the information folders in the Library and TIC.

Disclosure Log

There is currently no such log.

Register of Members Interests

These are kept in the Council Chamber and copies in Llanwrtyd Library. These can be viewed by member of the public during Library opening hours, which are currently Tuesday 10:00hrs to 13:00hrs and 14:00hrs to 16:30hrs. Thursday 10:00hrs to 13:00hrs and 14:00hrs to 19:00hrs. Saturday 10:00hrs to 13:00hrs. They can also be viewed by arrangement with the clerk.

Register of Gifts and Hospitality

There is currently no such register.

FREEDOM OF INFORMATION – CLASS 7

Freedom of Information – Model Publication Scheme – Class 7 – The Services we Offer. Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Allotment, Burial Grounds, Markets and Agency Agreements.

Llanwrtyd Town Council has no Burial Grounds, Markets or Agency Agreements.

There are 21 Allotment Garden plots at Cae Coch which are managed by Llanwrtyd Wells Allotment Association. Anyone interested in hiring an Allotment Garden should contact one of the officers of the association, currently Chairman Tudor Curtis, Treasurer Jamie Gibson, and Secretary Virginia Evans.

Community Centres and Village Halls

Llanwrtyd Town Council owns four community buildings, these are: -

Victoria Hall
Victoria Square
Llanwrtyd Wells.

Diamond Jubilee Pavilion
Dolwen Field
Llanwrtyd Wells.

Abergwesyn Hall
Abergwesyn
Llanwrtyd Wells.

Public Conveniences
Abergwesyn
Llanwrtyd Wells.

The Victoria Hall and Abergwesyn Hall are each managed by independent committees. These committees deal with the hiring out of the halls, and raise money for cleaning, maintenance and any renovations that are required. The town council are however responsible for insuring the buildings and for general public liability. The halls themselves are responsible for ensuring they have public liability insurance for any specific activities e.g. the Fitness Suite at Victoria Hall.

The Abergwesyn Public Conveniences have been the responsibility of Llanwrtyd Town Council since 2007. The town council is responsible for maintaining and insuring the building, and for public liability insurance. The Abergwesyn Hall Committee have kindly agreed to voluntarily clean the toilets, but the town council pay for the cleaning materials and toilet rolls and make a small donation to the group towards cleaning and maintenance. An 'Honesty Box' has been installed and raises some money towards the preservation of this essential facility for visitors. Money raised from the Honesty Box is recorded in the town council minutes.

The Diamond Jubilee Pavilion is available for hire by sports groups, or for meetings, seminars and family functions at a hire charge of £12 per session (morning, afternoon and evening). The facility includes a large room with bi-fold doors that can be made into three smaller rooms (or changing rooms for sports groups), toilets, showers including a disabled toilet with wet room. A kitchen with electric cooker and fridge, and is equipped with crockery and cutlery. Enquiries regarding hire of this excellent venue to the Town Clerk.

The pavilion shower and toilet facilities are also used by campers on events weekends, when local event organiser hire the field and pavilion facilities and deal with the collection of camping money from the campers.

The town council are responsible for paying for the electricity, maintenance, and insurance of the building including public liability. The management of the pavilion and field is in the hands of the Pavilion Management Group, which comprises of some councillors and representatives of local event organisers.

The town council does not at this time have any responsibility for the public conveniences on Riverside in Llanwrtyd Wells.

Revenue Grant

The town council are responsible for paying yearly revenue grants to their community halls. The amount of the grants is decided by Powys County Council, and is mandatory. The current grants the town council has to pay are: -

Victoria Hall	£400.00
Abergwesyn Hall	£250.00
Bromsgrove Hall	£700.00

Llanwrtyd Town Council is Residual Trustee for Bromsgrove Hall, so are responsible for paying the revenue grant to them. If the town council do not pay any of the above grants, the halls will not get grants from Powys County Council.

Parks, Playing Fields, Recreational Facilities.

Llanwrtyd Town Council does not have any parks; however they do own a toddler play area, a skateboard park and a playing field. All these are all situated at Dolwen Field on the road going out towards Cefn Gorwydd.

The Youth Council were involved in raising finance for the skateboard park and money to purchase the equipment came from Powys County Council, Llanwrtyd Town Council and the Big Lottery. The area of the skateboard park also includes a youth shelter, and used to include a ground sculpture of a bog snorkeller. The sculpture had to be demolished in 2007 because the surface was breaking, but also because new health and safety regulations deemed it was too close to the jumps and RoSPA would not approve it. The area was flattened and grassed for safety.

See also Freedom of Information Class 3 – Community Plan.

In 2011 Dolwen Field was dedicated a Fields in Trust – Queen Elizabeth II Field. This will ensure that the area will always be a public playing field and recreation ground, and give access to applying for grants to upgrade the area.

The town council is currently responsible for the repairs, maintenance, insurance of equipment and public liability insurance for all the above. The town council is also responsible for fortnightly inspections of the play area and skateboard park to comply with the insurance criteria, and for yearly RoSPA inspections arranged through Powys County Council.

Seating, Litter Bins, Clocks, Memorials and Lighting

The town council does not have responsibility for any clocks or lighting (other than a shared responsibility with the Festival Committee for Christmas lighting); however it does have responsibility for seating, litter bins and a War Memorial.

The War Memorial is just inside the War Memorial Institute on Irfon Terrace.

According to the latest inventory (September 2012), the town has 17 bench seats and 7 litter bins. These are maintained by Chris Dodds, who does some 'caretaking' for the town, and he is responsible for maintenance and repairs of these items.

Bus Shelter

A bus shelter was purchased and erected in September 2008 just outside the Belle Vue Public House. The town council is responsible for insurance, maintenance and repairs.

Public Conveniences

Please see 'Community Centres and Village Halls'.

VIEWING ARRANGEMENTS

Please note that most information can be viewed on this website. If the information is not on our website, most likely it can be viewed in Llanwrtyd Library, Dolycoed Road, or at the Tourist Information Centre based at the Neuadd Arms Hotel, The Square.

Llanwrtyd Library opening hours:

Tuesday	10:00hrs to 13:00hrs and 14:00hrs to 16:30hrs.
Thursday	10:00hrs to 13:00hrs and 14:00hrs to 19:00hrs.
Saturday	10:00hrs to 13:00hrs.

Tourist Information Centre opening hours:

Daily from 11am

Information that is not found on this website or at either of the above venues can be accessed by contacting the clerk. Information can be viewed free of charge, and some information can be emailed free of charge. Where information is supplied in hard copy, there will be a charge of 10p per A4 side of paper plus 2nd class postage.

The current town clerk is Mrs Lynn Ball:

Email: llanwrtydgc@gmail.com

Telephone: 01591 610656

Lynn Ball
01/10/2013