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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

Clerk: Helena Fox  
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Pentyrch  
Cardiff CF15 9LJ

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**Information available from Pentyrch Community Council under the model publication scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>The <b>Mission Statement</b> gives all the information about who we are and what we do.</p>	<p>This is available free on the website (<a href="http://www.pentyrch.cc">www.pentyrch.cc</a>) or A hard copy can be obtained from the Clerk</p>	<p>10p per sheet</p>
<p><b>Who's who on the Council and its Committees?</b></p> <p>See the Councillors page of the PCC website at <a href="http://www.pentyrch.cc">www.pentyrch.cc</a></p> <p><b>The Chairman and Vice Chairman are ex-officio members of all the Council's Committees</b></p>	<p>The names, address and telephone contact details of all the Councillors are freely available on the web-site. A Hard copy of Councillors contact lists and Committee representation can be obtained from the Clerk</p>	<p>10p per sheet</p>

<p><b>Contact details for Clerk</b></p> <p>The Clerk to the Council is Helena Fox  Police Station, 1 Penuel Road, Pentyrch, Cardiff, CF15 9LJ  Tel: (029) 2089 1417, Email <a href="mailto:clerk@pentyrch.cc">clerk@pentyrch.cc</a>;</p>	<p>Contact details for the Clerk are available on the website or the rear page of the Community Link</p>	
<p><b>Location of main Council office and accessibility details</b></p> <p>The Main Council office is at the Police Station, 1 Penuel Road, Pentyrch, Cardiff, CF15 9LJ.</p>	<p>Details on the web-site</p>	
<p><b>The Staffing structure consists of:</b></p> <p>The Clerk (Part-time 30 hours per week)  Part-time Community Engagement Officer (13 hours per week: Tuesday to Friday)  Full time Community Maintenance Officer  Part-time Community Maintenance Officer (25 hours per week)</p>	<p>Contact details are on the web-site</p>	
<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Please see reports on the Finance page of the website</p>	<p>Available to down load this information from the web-site</p>	<p>Hard copy at 10p per sheet</p>
<p><b>Annual return form and report by auditor</b></p> <p>Please see the reports on the Finance page of the website</p>	<p>Copies of the Annual return are available from the Clerk</p>	<p>10p per sheet</p>
<p><b>Finalised budget</b></p> <p>Please see the Finance page of the website</p>	<p>Copy available from the Clerk</p>	<p>10p per sheet</p>

<b>Precept</b> Please see the Finance page of the website	Copy available from the Clerk	10p per sheet
<b>Borrowing Approval letter</b> There has been no borrowing within the last 3 years	Demonstrated on the accounts available from the Clerk	10p per sheet
<b>Standing Orders and Financial Regulations</b> Please see the PCC Policies page of the website	Copy available from the Clerk	10p per sheet
<b>Grants given and received</b> Please see the Finance page of the website	Information available free from the web-site within the relevant minutes or from the Clerk	10p per sheet
<b>Members' allowances and expenses</b> Please see the Councillors page of the website	Information available free from the web-site within the relevant minutes or from the Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Priorities are set out in the Mission Statement (See Class 1)	This is available free on the website or A hard copy can be obtained from the Clerk	10p per sheet
<b>Village Plan</b> Please see the Village Plan Questionnaire page of the website	A hard copy can be obtained from the Clerk	10p per sheet
<b>Local charters drawn up in accordance with WAG, OVW &amp; WLGA guidelines.</b>		

<p>This Council is a member of One Voice Wales. PCC has a signed Charter with Cardiff Council. Please see the PCC Policies page of the website</p>		
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>All decision processes and the records of those decisions are recorded within the Council minutes. The minutes are available for public scrutiny on the web-site, or from the Clerk.</p>	<p>This is available free on the website or A hard copy can be obtained from the Clerk</p>	<p>10p per sheet</p>
<p><b>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</b></p> <p>Council Meetings are held on the third Monday of every month except August. All meetings are advertised in the Council noticeboards and online.</p>	<p>This information is available free on the website or in the Community Link.</p>	
<p><b>Agendas of meetings (as above)</b></p> <p>The Agendas of meetings are displayed online and in the notice-boards at least three clear days before the meetings and copies are available to members of the public in attendance.</p>	<p>A hard copy can be obtained from the Clerk</p>	<p>10p per sheet</p>
<p><b>Minutes of meetings (as above)</b> – Note: this will exclude information that is properly regarded as private to the meeting.</p>		
<p><b>Reports presented to council meetings</b> – Note: this will exclude information that is properly regarded as private to the meeting.</p> <p>All reports are recorded within the minutes which are dealt with at Class 4, Item 1 above</p>		
<p><b>Responses to consultation papers</b></p>		

All responses to consultation papers are recorded within the minutes which are dealt with at Class 4, Item 1 above		
<b>Responses to planning applications</b>  All responses to planning applications are recorded within the minutes which are dealt with at Class 4, Item 1 above. These are also printed in the Community Link.		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Please see the PCC Policies page of the website	A hard copy can be obtained from the Clerk	10p per sheet

<b>Information security policy</b>  All correspondence and records are kept securely within locked cabinets or a locked and secured document box. The premises are alarmed.		
<b>Records management policies (records retention, destruction and archive)</b>  Financial Records are kept for seven years in accordance with HMRC guidelines. Most Council Records are kept indefinitely although correspondence received is retained for only two years unless it is linked to Council decisions or policies.		
<b>Data protection policies</b>  All information subject to the Data Protection Act is kept securely.		
<b>Schedule of charges (for the publication of information)</b>		

Copies of documents obtained from the Clerk will be in accordance with the schedule of costs given at the end of this document.		
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<p><b>Class 6 – Lists and Registers</b></p> <p>The following lists and/or registers are maintained:</p> <ol style="list-style-type: none"> <li>1. Asset register: Please see the Council Asset page of the website</li> <li>2. Register of Members Interests: Please see the Councillors page of the website</li> </ol>	Hard copy available from the Clerk	10p per sheet.
<p><b>Assets Register</b></p> <p>The Assets Register is published yearly as part of the Accounts of the Council.</p>	Hard copy available from the Clerk	10p per sheet.
<p><b>Register of members’ interests</b></p> <p>The register of members’ interests is maintained by the Clerk. Please see the Councillors page of the website</p>	Hard copies available from the Clerk	10p per sheet.
<p><b>Register of gifts and hospitality</b></p> <p>A register of gifts and hospitality will be commenced when and if any gifts or hospitality is accepted.</p>		
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	

<p><b>Allotments</b></p> <p>This Council is the ground landlord for the Dynefor Gardening Association in relation to the allotments at Creigiau Recreation Ground. The Council does not directly administer any allotments.</p>	<p>Hard copies available from the Clerk</p>	<p>10p per sheet.</p>
<p><b>Burial grounds and closed churchyards</b></p> <p>This Council is the owner of Bronllwyn Graveyard, Pentyrch and rents Penuel Graveyard, Pentyrch. Both are maintained by the Council. Burial and memorial fees are in accordance with the charges laid down by the Church in Wales. Please see the PCC Policies page of the website</p>	<p>Hard copies available from the Clerk</p>	<p>10p per sheet.</p>
<p><b>Community centres and village halls</b></p> <p>This Council is the ground landlord of Pentyrch Village Hall and the Pavilion at Creigiau Recreation Ground, but has no direct interest in the day to day running of any of the village halls in the Council area. Individual Councillors do serve on the respective committees.</p>		
<p><b>Parks, playing fields and recreational facilities</b></p> <p>This Council owns and maintains the land for the benefit of the Community. Please see the Council Asset page of the website</p>		
<p><b>Seating, memorial and lighting</b></p> <p>The Council owns and maintains some 43 seats throughout the Community Council area. The Council maintains the War Memorial on Heol Goch, Pentyrch.</p>		

<b>Additional Information</b>		
The Council will publish information here that is not itemised in the lists above		

**Contact details:**

**Helena Fox, Clerk to the Council  
Police Station, 1 Penuel Road,  
Pentyrch, Cardiff, CF15 9LJ**

**Tel: (029) 2089 1417 ~ Email: clerk@pentyrch.cc**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	To cover the cost of identifying the item(s) and locating it along with paper and photocopying charges *
	Photocopying per sheet (colour) is not available	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with any relevant legislation and dependent on the respective statute.
<b>Other</b>	Mileage costs will be charged at 40ppm	HMRC rates