

Information available from Llangollen Town Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - WHO WE ARE AND WHAT WE DO.		
Llangollen Town Council has 11 elected Town Councillors. The most recent election was held on 4 May 2017.		
Tel: 01978 861345		
Councillors.	Members can contacted by email.	
Cllr Baker.	cllrbaker@llangollentowncouncil.gov.uk	Free.
Cllr Carol	cllrcarol@llangollentowncouncil.gov.uk	Free.
Cllr Cheminai. (Town Mayor)	cllrcheminai@llangollentowncouncil.gov.uk	Free.
Cllr Grindley.	cllrgrindley@llangollentowncouncil.gov.uk	Free.
Cllr Haddy.	cllrhaddy@llangollentowncouncil.gov.uk	Free.
Cllr Keddie. (Chair Asset Management Committee)	cllrkeddie@llangollentowncouncil.gov.uk	Free.
Cllr Lovelock. (Chair Cittaslow Committee)	cllrlovelock@llangollentowncouncil.gov.uk	Free.
Cllr Lube.	cllrlube@llangollentowncouncil.gov.uk	Free.
Cllr Mile. (Deputy Town Mayor)	cllrmile@llangollentowncouncil.gov.uk	Free.
Cllr Palmer. (Chair Human Resources Committee)	cllrpalmer@llangollentowncouncil.gov.uk	Free.
Vacancy.		
Staff.		
Gareth Thomas, BSc (Hons), Dip TP, PGDip Tour, CMS, CiLCA, PSLCC. (Town Clerk)	townclerk@llangollentowncouncil.gov.uk	
Charlie Jones. BA. (Facilities Officer)	facilities @llangollentowncouncil.gov.uk	
Offices.		
Town Hall, Llangollen, Denbighshire LL20 8PW.		

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Financial Regulations.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Standing Orders.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Annual return form and report by auditor.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Finalised budget.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Precept.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Members’ allowances and expenses.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Borrowing Approval letter.	Hard copy	Charged per page.
Grants given and received.	Hard copy	Charged per page.
List of current contracts awarded and value of contract.	Hard copy	Charged per page.
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Priorities are detailed in the business plan.		Free.
CLASS 4 – HOW WE MAKE DECISIONS.		
Councillors meet once a month to discuss business at its main committees. However, in addition some Councillors sit on a number of smaller tasks related Committees and working groups which meet on an ad-hoc basis to carry out more specific and often in-depth areas of work.		
Timetable of meetings.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Agendas of meetings.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Minutes of meetings.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Reports presented to Council Meetings.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Responses to consultation papers.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Responses to planning applications.	Email via Town Clerk.	Free.
CLASS 5 – OUR POLICIES AND PROCEDURES.		
Standing orders.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Committee terms of reference.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Code of Conduct.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Policies and procedures for the employment of staff.	Website.(www.llangollentowncouncil.gov.uk)	Free.

Internal policies relating to the delivery of services.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Equality and diversity policy.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Health and safety policy.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Recruitment policies.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Policies and procedures for handling requests for information.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Complaints procedures.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Information security policy.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Records management policies.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Data protection policies.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Schedule of charges.	Website.(www.llangollentowncouncil.gov.uk)	Free.
CLASS 6 – LISTS AND REGISTERS.		
Assets Register0	Email via Town Clerk.	Free.
Register of members' interests.	Website.(www.llangollentowncouncil.gov.uk)	Free.
Register of gifts and hospitality.	Email via Town Clerk.	Free.
CLASS 7 – THE SERVICES WE OFFER.		
Town Hall.		
Town clocks.		
Public open space.		
Footbridge.		
Recreational facilities.		
Seating, litter bins.		
War Memorials.		
Bus shelters.		
Closed churchyards.		
Christmas Lighting.		
CCTV System.		

SERVICES FOR WHICH THE COUNCIL IS ENTITLED TO RECOVER A FEE, TOGETHER WITH THOSE FEES : SCHEDULE OF CHARGES.		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost		
	Photocopying A4 per sheet (black & white)	£0.20
	Photocopying A4 per sheet (colour)	£0.30
	Photocopying A3 per sheet (black & white)	£0.30
	Photocopying A3 per sheet (colour)	£0.40
	Lamination A4 per sheet	£0.25
	Lamination A3 per sheet	£0.30
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		
Town Hall Tariffs	Main Auditorium	
	<i>Commercial users.</i>	
	Daily (over 5 hrs)	£317
	1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£159
	Daytime hourly rate	£40
	Evening hourly rate (after 18.00 hrs)	£53
	Stage extension fee (per day)	£53
	<i>Parties/Private Functions/ Local Sole Traders.</i>	
	Daily (over 5 hrs)	£190
	1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£95
	Daytime hourly rate	£31
	Evening hourly rate (after 18.00 hrs)	£48
	Stage extension fee (per day)	£42
	<i>Community, Charity and not for profit users.</i>	
	Daily (over 5 hrs)	£160
	1/2-day rate (2 – 5 hrs) / Evening rate (after 18.00 hrs)	£80

	Daytime hourly rate	£20
	Evening hourly rate (after 18.00 hrs)	£27
	Stage extension/Bar/AV equipment fee (per day/per space occupied)	£27
	Set building / Rehearsal fixed fee per session.*	£42
	* Morning /Afternoon/Evening	