

Llanharry Community Council

Publication scheme January 2026

Information to be published	How the information can be obtained – online or hard copy	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees**	Website Contact Clerk Notice Boards	
Contact details for Clerk and Council	Website Contact Clerk Notice Boards	
Location of main Council office and accessibility details	Clerk works from home, please contact via telephone or email	
Staffing structure	Clerk only	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Hard copy from Clerk	Free download 5p per page
Finalised budget	Website Hard copy from Clerk	Free download 5p per page
Precept	Website Hard copy from Clerk Within budget information	Free download 5p per page

Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free download 5p per page
Grants given and received	Website Hard copy from Clerk	Free download 5p per page
List of current contracts awarded and value of contract	Website Hard copy from Clerk	Free download 5p per page
Members' allowances and expenses	Website Hard copy from Clerk	Free download 5p per page
Class 3 – What our priorities are and how we are doing		
Annual Report	Website Hard copy from Clerk	Free download 5p per page
Class 4 – How we make decisions		
Timetable of meetings	Website Hard copy from Clerk Notice boards	Free download 5p per page
Agendas of meetings	Website Hard copy from Clerk Notice boards	Free download 5p per page
Minutes of meetings	Website Hard copy from Clerk	Free download 5p per page
Reports presented to council meetings	Website Hard copy from Clerk	Free download 5p per page
Responses to consultation papers	Website Hard copy from Clerk	Free download 5p per page
Responses to planning applications	RCTCBC Website	

	Hard copy from Clerk	
Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Financial regulations Committee and sub-committee terms of reference Code of Conduct Social Media Policy</p>	<p>Website Hard copy from Clerk</p>	<p>Free download 5p per page</p>
<p>Other policies and procedures</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy from Clerk</p>	<p>Free download 5p per page</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website Hard copy from Clerk</p>	<p>Free download 5p per page</p>
<p>Data protection policies</p>	<p>Website Hard copy from Clerk</p>	<p>Free download 5p per page</p>
Class 6 – Lists and Registers		
<p>Assets Register</p>	<p>Hard copy from Clerk</p>	<p>5p per page</p>

Register of members' interests	Website Hard copy from Clerk	Free download 5p per page
Class 7 – The services we offer		
Allotments		
Burial grounds and closed churchyards		
Hall at Birchgrove, Llanharry		
Llanharry park and play area and multi- use games area		
Street furniture including seats, litter bins and notice boards		
Bus shelters		
Litter bins and dog bins		
Community Events -Firework Display, Christmas Event, Summer Events		
Grass cutting and general maintenance across the community		
Floral displays and Christmas Lighting		
Services for which we are entitled to recover a fee, together with those fees		
Additional Information		
Biodiversity Report	Website Hard copy from Clerk	Free download 5p per page
<p>Contact details: Clerk, Llanharry Community Council, Groes Sannor, Degar Road, Llanharry, Pontyclun. CF72 9JX Tel 01443 223007 E-mail clerk@llanharry-cc.gov.wales</p> <p>In addition to the charges quoted above the council will seek to recover any postage costs incurred sending information.</p>		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class