

Cyngor Tref Abermaw - Barmouth Town Council

Freedom of Information

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000.

It places a number of obligations upon all Local Councils. One of these obligations is that they must produce and maintain a publication scheme. This is a list of the classes of information which the Council is prepared to make available to members of the public.

Publication Schemes are intended to encourage organisations to publish more information proactively and to develop a culture of openness.

Barmouth Town Council has adopted the "Model Scheme" as provided by the Information Commissioner.

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

1. General Information

Authority: Cyngor Tref Abermaw - Barmouth Town Council,

Tel:

Responsible Officer TBA Town Clerk

Maintaining Officer TBA, Town Clerk

2. Information to be published	3. Method of Publication Town Council records available by appointment only
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<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes:</p> <p>Acceptance of Office</p> <p>Standing Orders</p> <p>Councillors Code of Conduct</p> <p>Register of Councillors Interests</p> <p>Council Policies</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes can also be inspected by appointment and the library.</p> <p>Copies are placed in the town library. Originals can be inspected by appointment.</p> <p>These can be inspected by appointment</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure</p> <p>Annual Budgets in Summary Form</p> <p>Expenditure against Budget in Summary Form</p> <p>Annual Accounts and supporting information</p> <p>Financial Regulations</p> <p>Risk Assessment</p>	<p>Published in the District Council leaflet</p> <p>Can be inspected by appointment</p> <p>Can also be inspected on Councils web site</p> <p>Can also be inspected on Councils web site</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications</p>	<p>Can be inspected by appointment</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy</p>	<p>Can be inspected by appointment</p>

<u>Archive Material</u>	
Minute Books	Can be inspected by appointment
<u>Periodic Electoral Review</u>	
Documents on last Electoral Review	Can be inspected by appointment
Documents on the last Boundary change	
<u>Employment</u>	
Terms and conditions of employment	Can be inspected by appointment
Job descriptions	

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment free of charge.

Information that can be photocopied without breaching copyright laws can be copied at the cost of 10p per A4 sheet.

5. Review of Policy

This Policy was approved by Barmouth Town Council at its meeting on TBA (min xxx) and will be reviewed bi-annually.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone to ensure that the information they require is still available.