

## Cwmaman Town Council Publication Scheme

This Publication Scheme is based on the Statutory Model Publication Scheme for Local Councils provided by the Information Commissioner's Office (ICO).

### Introduction

Cwmaman Town Council is committed to transparency and openness in the way it conducts its business. As part of this commitment, we have adopted this Publication Scheme to make information about the Council and its operations easily accessible to the public.

This Publication Scheme outlines the categories of information we make available, where and how to access this information, and any associated charges.

### Information Available Without Charge

#### Council Documents

- Agendas and minutes of Council meetings
- Reports presented to the Council
- Policies and procedures
- Annual reports
- Newsletters and bulletins

#### Finance

- Annual budget
- Financial statements and reports
- Grants and funding information
- Expenses and allowances of Council members

#### Council Services

- Details of services provided by the Council
- Contact information for Council departments

### Information Available for a Fee

#### Publications

Printed copies of Council documents, reports, and publications (available upon request)

#### Request for Specific Information

Information not readily available through this Publication Scheme may be requested, subject to the Freedom of Information Act 2000. A fee may apply in accordance with our Fees Schedule (Below).

## How to Access Information

### Website

Most information can be accessed through our official website [[www.cwmamantc.org](http://www.cwmamantc.org)].

### Requesting Information

Requests for specific information should be made in writing to the Council's Data Protection Officer (DPO) at [clerk@cwmamantc.org](mailto:clerk@cwmamantc.org). Please clearly specify the information you are seeking.

## Data Protection

### Data Protection

Information about how Cwmaman Town Council processes personal data can be found in our Information & Data Protection Policy.

## Charges

### Charges for Information

Charges for printed copies of documents or specific information requests are detailed in the Council's Fees Schedule (Below).

## Feedback and Complaints

### Feedback

We welcome feedback on the accessibility and usefulness of the information provided. Please use our contact details to share your comments or suggestions.

### Complaints

If you have concerns or complaints regarding our publication scheme or the information provided, please follow our Complaints Procedure (available on our website).

## **Fees Schedule**

### **Introduction**

This fee schedule outlines the charges associated with processing requests made under the Freedom of Information Act 2000 (FOIA) by Cwmaman Town Council. The fees are in line with FOIA regulations and are applied to recover the costs associated with responding to requests.

### **Fees for Access to Information**

2.1. Cwmaman Town Council is committed to providing access to information in a transparent manner. However, the following fees may apply:

#### **Standard Photocopying and Printing Charges**

A4 Black and White Photocopy/Print: £0.10 per sheet.

A4 Colour Photocopy/Print: £0.30 per sheet.

#### **Digital Media**

CD/DVD with requested information: Cost of the media (e.g., CD or DVD) plus £1.00 for processing.

#### **Postage and Packaging**

Cost of postage and packaging may be charged at actual cost incurred.

#### **Administrative Costs**

In exceptional cases, where requests are particularly complex or extensive, administrative costs may be applied. These will be calculated on a case-by-case basis and communicated to the requester in advance.

#### **Fee Waivers and Discounts**

Fee waivers or reductions may be considered in cases where the Council deems it in the public interest to do so, or where the requester can demonstrate an inability to pay the fees.

#### **Payment Method**

Payment of fees shall be made by bank transfer with details provided by the council on request or through other methods as agreed with the requestor.

#### **Review of Fees**

Cwmaman Town Council reserves the right to review and amend the fee schedule as necessary. Any changes will be communicated to the public in advance.

#### **Contact Information**

For inquiries related to FOIA fees, please contact:

Freedom of Information Officer – [Clerk@cwmanantc.org](mailto:Clerk@cwmanantc.org)

#### **References**

7.1. [Freedom of Information Act 2000](#).