

FREEDOM OF INFORMATION ACT - MODEL PUBLICATION SCHEME

UPDATED 24th February 2016.

This is to inform all residents/electors in the Manafon/New Mills community that the above Scheme has been adopted by the Community Council and as such information held by the Council is available upon written request. There is a basic charge for this as specified in the document. This charge includes all costs as specified for paper, postage, copying costs etc. but does not include the Clerk's time; where applicable this will be charged at £12.50 per hour or part thereof with a minimum 15 minutes chargeable.

Information may be requested for the most recent two years only. The Community Council believes in being as transparent as possible and in being accountable to local residents. It welcomes local interest and involvement in local government and the activities of the Community Council. In this regard its Minutes and Agendas are published on the Council website –

www.manafoncommunitycouncil.co.uk, extracts are also published in the Manafon Messenger.

The classes of information in the Scheme which must be available on written request are:- Who we are and what we do; What we spend and how we spend it; What our priorities are and how we are doing; How we make decisions; Our Policies and Procedures; Lists and Registers; The Services we offer.

The law states that requests must receive a response within twenty days. It should be noted that there are exceptions to the right for information such as personal records and commercially sensitive information such as tenders and quotations prior to the closing date.

Clerk/RFO Manafon Community Council

February 2016