

**MONMOUTH TOWN COUNCIL**  
**FREEDOM OF INFORMATION ACT POLICY**  
**Version 1, 27/01/2020 FC**

1. The Council has responsibility for ensuring that information is stored and handled appropriately.
2. The Council will:
  - Publish the required information on the website and through the Publication Scheme as attached in Appendix A.
  - Respond to requests for information within 20 working days (This is extended to 40 working days for EIR information if it is bulky and complex. Other information further time is allowed up to 20 working days applying the public interest test but still requires a response within 20 working days).
  - Release all information in response to requests for information except where an exemption/exception legitimately applies;
  - Will charge fees in line with the guidance and include these charges in the Publication Scheme
  - Handle requests for information professionally and in accordance with the Codes of Practice issued under section 45 of the FOIA and Regulation 16 of the EIR, providing advice and assistance to applicants.
  - Manage our records in an organised and efficient way.
  - Hold an internal review should an applicant be dissatisfied with the way the request was handled and the applicant requests one.
  - FOI requests will only be received in writing.

**APPENDIX A**  
**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

<b>Information</b>	<b>How the information can be obtained</b>
Who's who on the Council and its Committees	Website and hard copy contact the clerk
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy contact clerk
Location of main Council office and accessibility details	Website and hard copy
Staffing structure	Hard copy Contact the clerk
Annual Return Form and report by the Auditor	Hard copy and website
Precept	Hard copy
Financial Regulations	Hard copy
Standing Orders	Hard copy and website
Grants given and received	Hard copy
List of current contracts and awarded value of the contract	Hard copy
Members allowances and expenses	Website and hard copy

Annual report	Website and hard copy

Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)	Hard copy and website
Agendas of meetings	Hard copy Noticeboard Shire Hall and website

Reports presented to Council meetings – N. B this will exclude information that is properly regarded as private to the business of Council	Hard copy Contact the clerk
Responses to consultation papers	Hard copy Contact the clerk
Responses to planning applications	Hard copy website planning minutes

Policies and procedures for the conduct of council business:	Hard copy contact clerk
Procedural Standing Orders	Website Hard copy contact clerk
Committee and sub-committee terms of reference	Hard copy contact clerk
Delegated authority in respect of officers	Hard copy contact clerk
Code of conduct adopted 2016	Website
Pay policy statement	Website
Policies and procedures for the provision of services and about the employment of staff	Hard copy contact clerk
Internal instructions to staff and policies relating to the delivery of services	Hard copy contact clerk
Health and safety policy	Hard copy contact clerk
Equality and diversity policy	Hard copy contact clerk
Recruitment policies (including current vacancies)	Website when applicable
Policies and procedures for handling requests for information	Hard copy contact clerk
Complaints Policy and procedures (including those covering requests for information and operating the publication scheme)	Hard copy contact clerk
Information security policy (GDPR Policy)	Hard copy contact clerk
Records management policies (records retention, destruction and archives)	Website
Risk Management Policy	Website
Data Protection policy	Hard copy contact clerk
Schedule of charges for the publication scheme	Hard copy

Assets register	Hard copy contact clerk
Register of members interests	Hard copy contact clerk
Register of gifts and hospitality	Hard copy contact clerk

Recreation facility: Drybridge Play area & Town Field	Contact the clerk
Osbaston Play area	Contact the clerk
Seats various	Contact the clerk
Litter and dog waste bins	Contact the clerk
Lighting at Williamfield lane	Contact the clerk
Public conveniences Agincourt Street and Blestium Street	Contact the Clerk
Christmas lights and floral displays	Contact the Clerk
Community Grants	Contact the Clerk
Christmas celebration event	Contact the Clerk
Defibrillator	Contact the Clerk
Newsletter	Contact the Clerk
Grants and Community involvement in events	Contact the Clerk
Commemorative Rowan and Oak tree	Contact the Clerk
	END OF SCHEME

**Contact details:**

**Town Clerk, Shire Hall Agincourt Square Monmouth NP25 3DY**

**TELEPHONE: (01600) 715662**

**Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)**

**Web: [www.monmouth.org.uk](http://www.monmouth.org.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of this scheme.

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	A4 sheet (black & white)	10p
	Photocopying @ ..p per Photocopying @ ..p per A4 sheet (colour) *50p	50p
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the statute) the actual cost incurred by the public authority.	