



**FREEDOM OF INFORMATION PUBLICATION  
SCHEME**

**REVIEWED AND APPROVED  
BY  
CONNAH'S QUAY TOWN COUNCIL**

**ON**

**2 OCTOBER 2024**

**BASED ON THE MODEL FORMAT ISSUED BY  
INFORMATION COMMISSIONERS OFFICE**

## Freedom of Information Act 2000

### Guide to Information available from Connah's Quay Town Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us, locations and contacts</p> <p>Current information only</p>		
Who's who on the Council and its Committees: list of Council's members, party affiliation (if any), the ward each member represents	Website or contact the Town Council Office	Free
Contact details for the Clerk and Council Members	Website or contact the Town Council Office	Free
Location of main Council office and accessibility details	Website or contact the Town Council Office	Free
Staffing structure	Contact Town Clerk	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Provide this information for the current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website or contact Town Clerk for paper copy	10p per page for paper copy
Finalised budget	Contact Town Clerk	10p per page for paper copy
Precept	January Council meeting or contact Town Clerk	Free

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website or contact Town Clerk	10p per page for paper copy
Grants given and received	If applicable, Council minutes	Free
List of current contracts awarded and value of contract	If applicable, Council minutes	Free
Members' allowances and expenses	Website or contact Town Clerk for paper copy	Free
Statement of payments made to all elected members	Contact Town Clerk	Free
<b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews  As a minimum, provide this information for the current and previous year		
Community Plan	N/A	
Annual Report	Website or contact Town Clerk for paper copy	10p per page for paper copy
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions As a minimum, provide this information for the current and previous council year		
Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings	Website or contact Town Clerk for paper copy	Free
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Website or contact Town Clerk for paper copy	Free
Responses to consultation papers	Contact Town Clerk	Free
Responses to planning applications	Council minutes	Free
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only		
Policies and procedures for the conduct of Council business, eg: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website or contact Town Clerk for paper copy	10p per page for paper copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policies</li> <li>• Health and safety policy</li> <li>• Recruitment policies and current vacancies, including opportunities for becoming a co-opted member</li> <li>• Policies and procedures for handling requests for information</li> <li>• Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme</li> </ul>	Website or contact Town Clerk for paper copy	10p per page for paper copy
Information security policy	N/A	
Records management policies, including records retention, destruction and archive	Website or contact Town Clerk for paper copy	10p per page for paper copy
Data protection policy (including data sharing and CCTV usage) and privacy notice	Contact Town Clerk	10p per page for paper copy
Welsh Language standards, ie details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	Website or contact Town Clerk for paper copy	10p per page for paper copy
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list, in most circumstances existing access provisions will suffice	Contact Town Clerk	10p per page for paper copy
Assets register	Contact Town Clerk	10p per page for paper copy
Disclosure log detailing responses to previous FOI and EIR requests	Contact Town Clerk	Free
Register of members' interests	Council minutes or contact Town Clerk	Free
Register of gifts and hospitality	Contact Town Clerk	Free

<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Current information only		
Allotments	Contact Town Council office	Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Contact Town Council office	Free
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee, together with those fees (eg burial fees)	N/A	
<b>Additional Information</b> Any additional information published proactively that is not itemised in the lists above		
Community Awards	Contact Town Clerk	Free
Website	Contact Town Clerk	Free

### Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation as applicable
<b>Other</b>		

**Contact details:** Connahs Quay Town Council, Quay Building, Fron Road, Connahs Quay, Flintshire. CH5 4PJ  
Email: [info@connahs-quay.co.uk](mailto:info@connahs-quay.co.uk) or [cqtcclerk@connahs-quay.co.uk](mailto:cqtcclerk@connahs-quay.co.uk)