

# Cyngor Tref Aberystwyth Town Council

Tŷ'r Offeiriad / The Presbytery  
Neuadd Gwenfrewi  
Morfa Mawr / Queen's Road  
Aberystwyth  
SY23 2HS



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## Publication Scheme

### Introduction

This Publication Scheme has been prepared in accordance with the Model Publication Scheme and Guide to Information provided by Community/Town Councils in Wales published by the Information Commissioner's Office (ICO).

This Scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed below, where this information is held by the Council. Additional detail is provided in Appendix 1: Guide to Information Available from Aberystwyth Town Council.

Aberystwyth Town Council commits, under this Publication Scheme, to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this Scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this Publication Scheme available to the public.
- Publish any dataset<sup>1</sup> held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so, and to:
  - Publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use
  - Make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act, if any information in the dataset is a relevant copyright work<sup>2</sup> and the Council is the only owner.

<sup>1</sup> The term 'dataset' is defined in section 11(5) of the Freedom of Information Act 2000

<sup>2</sup> The term 'relevant copyright work' is defined in section 19(8) of the Freedom of Information Act 2000

## **Classes of Information**

### **1. Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **2. What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **3. What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **4. How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **5. Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **6. Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the Council.

### **7. The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published will be made available**

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Detailed information on the manner in which we publish information can be found in Appendix 1: Guide to Information Available from Aberystwyth Town Council.

### **Charges which may be made for information published under this scheme**

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified, transparent, and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying;
- Postage & packaging;
- Costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Full information on charges made for provision of information can be found in Appendix 2. Schedule of Charges

## **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

## **Review & Adoption**

This policy and its appendices shall be reviewed on an annual basis.

**Policy adopted by Full Council:** 15 December 2025

**Next review:** Annual meeting May 2026

This policy was originally written in English

# Appendix 1: Guide to information available from Aberystwyth Town Council

## Introduction

This Guide has been prepared using the template provided by the ICO for Community and Town Councils in Wales. It covers only information that we currently hold. If we do not hold some of the information listed below, we will mark it as 'N/A' in the table.

Where information is marked as being obtainable by 'hard copy' in the below table, this means that the information is available to view on request to:

Town Clerk  
 Aberystwyth Town Council  
 The Presbytery  
 Neuadd Gwenfrewi  
 Queen's Road  
 Aberystwyth  
 SY23 2HS

Information to be published	How the information can be obtained	Cost
<b>Class 1. Who we are and what we do</b> Information about us, structures, locations and contacts		
Who's who on the Council and its Committees:  List of Council members, party affiliation (if any), special offices held, and the ward each member represents	Hard copy and Website	Free of charge
A telephone number and generic email address as well as postal address to contact the Council.  Contact details for Clerk and Council members (including co-opted members)	Hard copy and Website	Free of charge
Location of main Council office and accessibility details	Hard copy and Website	Free of charge
Staffing structure	Website	Free of charge

<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>This information is provided for the current and previous financial year.</p>		
Annual audited accounts	Hard copy and Website	Free of charge
Finalised budget	Hard copy and Website	Free of charge
Precept	Hard copy and Website	Free of charge
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy and Website	Free of charge
Grants given and received	Hard copy and Website	Free of charge
List of current contracts awarded and value of contract	Hard copy on request	Free of charge
Members' allowances and expenses	Hard copy and Website	Free of charge
Statement of payments made to all elected members	Hard copy and Website	Free of charge
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p>		
Community Plan	Hard copy and Website	Free of charge
Annual Report	Hard copy and Website	Free of charge
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	Hard copy and Website	Free of charge

Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p>		
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	Hard copy and Website	Free of charge
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Hard copy and Website	Free of charge
Responses to consultation papers	Hard copy and Website	Free of charge
Responses to planning applications	Hard copy and Website	Free of charge
Bye-laws	Hard copy on request	Free of charge
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business, eg:</p> <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>	Hard copy and Website	Free of charge
Policies and procedures for the provision of services and about the employment of staff:	Hard copy and Website	Free of charge

<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>		
Information security policy	Hard copy and Website	Free of charge
Records management policies, including records retention, destruction and archive	Hard copy and Website	Free of charge
Data protection policy (including data sharing and CCTV usage) and privacy notice	Hard copy and Website	Free of charge
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	Hard copy and Website	Free of charge
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
Assets register	Hard copy and Website	Free of charge
Disclosure log detailing responses to previous FOI and EIR requests	Hard copy on request	Free of charge
Register of members' interests	Hard copy and Website	Free of charge
Register of gifts and hospitality	Hard copy and Website	Free of charge
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p>		

Current information only		
Allotments	Hard copy and Website	Free of charge
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Hard copy and Website	Free of charge
Parks, playing fields and recreational facilities	Hard copy and Website	Free of charge
Seating, litter bins, clocks, memorials and lighting	Hard copy and Website	Free of charge
Bus shelters	Hard copy and Website	Free of charge
Markets	Hard copy and Website	Free of charge
Public conveniences	Hard copy and Website	Free of charge
Agency agreements	Hard copy on request	Free of charge
Services for which we are entitled to recover a fee, together with those fees (eg burial fees)	Hard copy and Website	Free of charge
<p><b>Additional Information</b></p> <p>Any additional information published proactively that is not itemised in the lists above shall be published as hard copies available on request as a minimum, and may be published on the Council's website where relevant.</p>		

## Appendix 2. Schedule of charges

This schedule describes how charges made for the provision of information have been arrived at and is published as an appendix to the Council's Publication Scheme, in conjunction with Appendix 1. Guide to information available from Aberystwyth Town Council.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £0.00220 per sheet (black & white)	Actual cost *
	Photocopying @ £0.02200 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Statutory Fee</b>	Charges required by legislation	In accordance with the relevant legislation (we will quote the actual statute where any such charge is made)

\* the actual cost incurred