**NARBERTH TOWN COUNCIL**

**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

**About the town of Narberth**.

Narberth is a popular tourist market town destination in Pembrokeshire.

There is a castle ruins and a thriving independent High Street with a variety of shops and eateries. Narberth is on the Landsker line and was the setting for the Rebecca Riots.inde There are a number of attractions nearby which has led to tourism being increasingly important to the town’s future.

Narberth Town Council is currently divided into two electoral wards, Urban and Rural: ten members sit on the Urban Ward and two members on the Rural Ward.

The Council is composed of 12 members or councillors, each of whom is elected for a four year maximum term of office.

Apart from the month of August, full Town Council meetings are held on the first Tuesday of every month and are open to the general public except where personal or confidential matters are being discussed.

The Council is continually striving in partnership with other organisations to improve the town, encourage tourism and to secure a safe and prosperous future for the residents.

Planning applications are also discussed to make observations on applications submitted to Pembrokeshire County Council. Additional planning meetings are held on the third Tuesday of the month whenever necessary. Details of all meetings are posted on the Council notice board and on the Town Council’s webpage. Copies of the minutes are held by the Town Clerk and are also on the Council’s webpage - www.pembstcc/narberthtowncouncil.co.uk website.

In addition to the above, there are Committees which consist of members of the Town Council.

**The Committees together with their terms of reference are:**

Finance; Planning and Christmas Lights. Members of all the Committees are considered annually at the July meeting of the full Council. As with the Council, all members declare any interest they may have in a particular item as it arises and this declaration is noted and put in the minutes in order to comply with the Code of Conduct. The current Mayor each year sits on and Chairs all of the Committees. The Committees currently holds their meetings at Bloomfield and at least three clear days’ notice is given for all the Committee meetings. The Committees terms of reference are:

**Finance Committee** –

• The Committee shall meet at least once a year, usually in December.

• To determine the budget figures for the annual Precept requirements.

 • To present their finding in a report to the full Council for their approval and acceptance.

There are currently five members on this Committee and to be quorate, at least four Councillors must be present.

**Planning Committee** –

• To look at and consider the Planning Applications for Narberth when they are received in between full Council meetings.

• To support or object to the Planning Applications giving reasons for their findings to the County Council.

There are currently five members on this Committee and to be quorate, at least four Councillors must be present.

Members of the public may attend to view the plans and/or express their concerns to a Planning Application 15 minutes prior to the commencement of the Committee meeting.

**Christmas Lights Committee** -

• To discuss the annual festive lighting requirements and the possible need to replace or repair strings or motifs.

• To carry out site visits and to liaise with the Council’s Contractor prior to the erection of the festive lights.

• To report their findings back to the full Council for approval and acceptance.

There are currently five members on this committee and to be quorate, at least four Councillors must be present.

**Community Spaces Committee** –

* To look at ideas and ways to improve and maintain the Community Spaces in Narbeth.

There are currently four members on this Committee and to be quorate, at least four Councillors must be present.

**What Is Freedom of Information**?

The Freedom of Information Act 2000 applies to Narberth Town Council, as it does to all

other public authorities. The Act gives a general right of access to all types of recorded

information held by the Council. It sets out exemptions from that right and places a

number of obligations on the Council. Narberth Town Council is required to adopt and maintain a

Publication Scheme setting out the classes of information that it publishes or intends to

publish; the manner in which the information in each class is or is intended to be published;

whether the material is, or is intended to be available to the public free of charge or on payment.

What Is A Publication Scheme?

A publication scheme is a guide to the information that the Council publishes or intends to

publish in the future whether on paper, on a website or by any other means.

What Are "Classes" Of Information?

In order to help you find the information you need, the information that the Council

publishes or intends to publish through this scheme is divided into a number of "classes".

These are the classes of information covered by this scheme: -

Council Code of Conduct

Planning documents

Audit and accounts

How can I Request the Information?

You can request the information from the Council using any method listed at the end of

this document under the section "Whom Do I Contact?"

Under the Freedom of Information Act, you do not need to have a particular reason for

requesting information, but it might help the Council to identify and provide you with the

information you need if you can be as specific as possible.

You will be able to use the information provided under the Act and pass it on to anyone

else.

Will there be a Charge for this Information?

There will normally be no charge for making a request for information, which is contained

within the Publication Scheme.

Information published on our webpage www.pembstcc.co.uk can be viewed or downloaded free of charge.

You may obtain photocopies of most documents but charges may be applied if significant

amounts of work or copying of printed material is required.

There may be a charge for a number of specific documents. If a charge is applicable, this

will be indicated when the document is specified at the time of the request.

How will the information be provided?

Information will, if possible, be provided in a variety of formats.

You can express your preference for the information to be provided to you in a particular

format.

Can I see all Narberth Town Council's Information?

If you cannot find what you are looking for, you can still make a request for the information.

Some classes of information will not normally be made available to you at all including

information, which is or relates to the following: -

Personnel Data (which is protected under the Data Protection Act)

Prohibited from Disclosure by Law.

Health and Safety.

Commercially Confidential.

Who do I Contact?

The Council has appointed Caroline Coaker, (Town Clerk) as the Officer responsible for this

She is also responsible for maintaining the scheme on a day-to-day basis.

Her contact details are:

Caroline Coaker, (Town Clerk)

Narberth Town Council

Sunnyhill, Woodford Lane,

Robeston Wathen, Narberth,

Pembrokeshire SA67 8EN

Telephone 01834 861924

E-mail: clerk@narberthtowncouncil.co.uk

Council Internal Practice and Procedure

Minutes of Full Council and Committees – website and via Clerk.

Council Standing Orders – via the Clerk.

 Annual Report of Narberth Town Council – via the Clerk.

 Agendas for Full Council and committee meetings - website and via the Clerk.

 Committee terms of reference.

 Location - via the Clerk.

 Council Code of Conduct.

 Members declaration of Acceptance of Office – via the Clerk.

 Members Register of Interests – website and via the Clerk.

 Register of Members Declaration of Interests – website and via the Clerk.

 Exclusions Personnel Data as defined by Data Protection legislation including:

 Specific salary details.

 Disciplinary records.

 Sickness records.

 Planning Documents

 Council’s response to planning applications - (webpage via minutes).

 The Development Plan/ Structure Plan/ Local Plan/Rights of way / footpath maps

 (Available at Pembrokeshire County Council, County Hall, Haverfordwest)

 Audit and Accounts

 Annual return form to external auditor – website and via the Clerk.

 Annual statutory report by external auditor – website and via the Clerk.

 Receipt and payment books – via the Clerk.

 Bank statements – via the Clerk.

 Precept request to Pembrokeshire County Council – via the Clerk.

 VAT records (limited to previous financial year) – via the Clerk.

 Financial Standing Orders and Regulations – via the Clerk.

 Asset register – via the Clerk.

 Financial Risk Assessment – via the Clerk.