



**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

**REVIEWED AND APPROVED BY
FLINT TOWN COUNCIL
ON 15th JUNE 2026**

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

Model publication scheme for bodies only covered for certain information

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Some bodies are public authorities only for part of their functions. For these bodies, this scheme covers only information about the functions for which the organisation is a public authority.

The scheme commits an authority:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to 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 section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

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

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

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

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 under this scheme will be made available

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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.

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 authority for routinely published material will be justified and 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 and packaging
- the 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.

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.

INFORMATION AVAILABLE FROM FLINT TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structure, locations, contacts) This will be current information only		
Who's who on the Council and its Committees	Website or contact Town Clerk	Free
Contact details for the Clerk and Council members	Website or contact Town Clerk	Free
Location of main Council office and accessibility details	Website / Town Hall, Flint	Free
Staffing structure	Contact Town Clerk	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy contact Town Clerk	£1.00p
Finalised budget	Hard copy contact Town Clerk	10p per page
Precept	Council January Town minutes, website or contact Town Clerk	Free
Borrowing approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy contact Town Clerk	10p per page
Grants given and received	Council minutes, website or contact Town Clerk	Free
List of current contracts awarded and value of contract	Hard copy contact Town Clerk	Free
Members' allowances and expenses	Hard copy contact Town Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not Applicable	

Annual Report to Community meeting	Not Applicable	
Quality Status	Not Applicable	
Local Charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council and committees)	Hard copy contact Town Clerk or website	Free
Agendas of meetings (as above)	Website or Hard copy contact Town Clerk	Free
Minutes of meetings (as above) – nb this will exclude information regarded as private to the meeting	Website or Hard copy contact Town Clerk	Free
Reports presented to Council meetings - nb this will exclude information regarded as private to the meeting	Hard copy contact Town Clerk	Free
Responses to consultation papers	Hard copy contact Town Clerk	Free
Responses to planning applications	Council minutes – Website or contact Town Clerk	Free
Bye laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and precedures for the conduct of Council business Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Hard copy contact Town Clerk	10p per page
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copy contact Town Clerk	10p per page
Information security policy	Not Applicable	
Data protection policies	Website or Contact	10p per

	Town Clerk	page
Schedule of charges	Contact Town Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Contact Town Clerk	Free
Assets Register	Contact Town Clerk	Free
Disclosure Log	Contact Town Clerk	Free
Register of Members' interests	Contact Town Clerk	Free
Register of Gifts and Hospitality	Contact Town Clerk	Free
Class 7 - The services we offer (Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Agency agreements	Not Applicable	
Allotments	Not Applicable	
Applications for financial assistance from local organisations	Contact Town Clerk	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees.	Not Applicable	
Burial Grounds and closed churchyards	Not Applicable	
Bus shelters	Contact Town Clerk	Free
Christmas Lighting	Contact Town Clerk	Free
Community awards	Contact Town Clerk	Free
Notice Boards	Contact Town Clerk	Free
Website	Contact Town Clerk	Free

Contact details: Mrs. L. Wood, Town Clerk, Flint Town Hall, Flint, CH6 5NW

Tel: 01352 734414

E-mail: townclerk@flinttowncouncil.gov.wales

SCHEDULE OF CHARGES

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

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

* The actual cost incurred by the public authority.