



## **CYNGOR TREF MACHYNLETH TOWN COUNCIL**

**Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER**

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### **Machynlleth Town Council Publication Scheme**

This publication 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 mentioned below and where this information is held by the Council.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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 Council 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.

#### **Classes of Information obtainable from Machynlleth Town Council :**

Unless otherwise specified ALL information listed below is available on the Machynlleth Town Council website. There will be no charge unless a paper copy of the document is required which will have a photocopying charge and if needed a postage charge to send it to the person requesting the document. Charges will be at the current tariff at the time of the request.

#### **Who we are and what we do. Current information only :**

Who is who on the Council committees  
Contact details for Clerk and Councillors with phone number and email address  
Location of the main Council office and accessibility details  
Staffing structure.

#### **What we spend and how we spend it. Current information and previous year only :**

Annual return form  
Finalised budget  
Precept

Financial standing orders and regulations  
Grants given and received  
Members allowances and expenses

**How we make decisions. Current information and previous year only :**

Timetable of meetings - Full Council monthly meeting and Committees meetings  
Agenda of meetings  
Minutes of the meetings - Excluding information that is properly regarded as private to the meeting.  
Responses to Planning Applications to be found within the minutes of each meeting.

**Our policies and procedures. Current information only :**

Procedural standing orders  
Committees terms and references  
Delegated authority in respect of officers  
Code of Conduct  
Policy statements  
Data Protection policies

**Lists and Registers. Current information only :**

Asset register  
Register of members interests  
Register of Gifts and hospitality

**The facilities and structures we look after and services we offer at MTC :**

Y Plas - Home to the Council Offices  
Community Hall Hire at Y Plas  
Café-Tea room at Y Plas  
Trees within the Park at Y Plas  
Playground facilities at Y Plas  
Rental of offices at Y Plas  
Conference rooms hire at Y Plas  
Public Toilets adjacent to the main carpark on Maengwyn Street  
Weekly street Charter Market on Maengwyn, Penrallt and Pentrehedyn Streets  
Allotments at Y Plas and the Garsiwn  
Clock Tower and War Memorial

**Anything not listed just above is available directly to Powys County Council such as :**

Registrar services  
Graveyards and burial grounds  
Housing  
Litter bins on the streets and Refuse collection from households and businesses  
Pavements in the town and the Main carpark on Maengwyn Street  
Leisure centre

**The classes of information will not 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.

**The method by which information published under this scheme 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 its 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 the Council 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 Council for routinely published material will be justified and transparent and kept to a minimum.

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

Charges will apply for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred to search for the documentation requested.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all 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.

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 200 and Data Protection Act 1998.

To be approved at April Council meeting 2026.

Next review April 2027