

PEMBROKE TOWN COUNCIL FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

About the town of Pembroke

The ancient town of Pembroke is a popular tourist destination in South Pembrokeshire. The history of the town can be traced back to 1093 when the Normans, led by Roger de Montgomery arrived and established a wooden fortress in the town. The present castle was mainly the work of William Marshall and his five sons during 1189 - 1245.

Since Cromwell's time, Pembroke has encountered several periods of prosperity, followed by decline, and also the site of numerous battles before this period. Pembroke remains a relatively small town full of interest and history for its many visitors. In 1977 it was designated an Outstanding Conservation Area.

In addition to the castle there are a number of attractions. Pembroke's history and close proximity to other popular Pembrokeshire holiday resorts has led to tourism being increasingly important to the town's future.

Pembroke Town Council

Pembroke is currently divided into four electoral wards, details are as shown:

Ward	Population	Electorate	Area (Sq. Km.)	Councillors
Monkton	1688	1106	1.6	3
St. Mary North	1966	1492	1.6	4
St. Mary South	1404	1100	1.3	3
St. Michael	2157	1910	7.4	5
	7215	5608	11.9	15

The Council is composed of 15 members or councillors, each of whom is elected for a four year maximum term of office.

Apart from the month of August, full Council meetings are held at the Town Hall on a three weekly cycle 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 and licensing applications are also discussed to make observations on applications submitted to Pembrokeshire County Council. Details of all meetings are posted on the Council notice board and copies of the minutes are held at the council offices, Pembroke Library and on the www.pembroketownguide.co.uk website.

In addition to the above, there are Standing Committees which consist of all members of the Council except the Civic Awards committee which shall consist of the Mayor, deputy Mayor plus three nominated members.

The Standing Committees together with their terms of reference are:

Planning & Development

To comment upon and advise the County Council as the Planning Authority regarding all planning applications within the area of Pembroke Town Council.

Pembroke Activities

To arrange and co-ordinate suitable social activities to encourage residents to take part and encourage tourists to visit Pembroke.

Pembroke Dock & Pembroke Joint Twinning & Tourism

To deal with all matters relating to twinning arrangements between Pembroke and Bergen, Germany and Pembroke, Malta.

Civic Awards Committee

To receive and consider annual awards for individuals and organisations who have brought honour to or contributed to the life of the community.

Design

To consider all matters relating to the development of all land and premises in the ownership or control of Pembroke Town Council.

What Is Freedom of Information?

The Freedom of Information Act 2000 applies to Pembroke 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.

- Pembroke 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" which can be found at **Appendix A**.

Standard definitions for the terms used in this publication e.g. Codes of Practice can be found in the 'Glossary of Terms Used' at **Appendix B**.

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

- Council internal practice and procedure
- Council Code of Conduct
- Employment practice and procedure
- Planning documents
- Audit and accounts
- Development and implementation of policy
- Council circulars and newsletters
- Art, entertainment and tourist information
- 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 website www.pembroketownguide.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 in the Publication Scheme under each class of information. The price of the document will be specified at the time of the request.

How will the information be provided?

Information will, if possible, be provided in a variety of formats, for example Braille, audio, different languages including Welsh.

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

Can I see all Pembroke Town Council's Information?

If you have searched the Publication Scheme and 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 Hugh Colley (Town Clerk) as the Officer responsible for this Scheme on behalf of the Council.

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

His contact details are:

Suzie Thomas
(Town Clerk)
Pembroke Town Council
Town Hall
Main Street
PEMBROKE
SA71 4JS

Telephone / Fax: 01646 683092

E-mail: suzie@pembstowncouncil.plus.com

Appendix 'A'

Class1 Council Internal Practice and Procedure

Title Minutes of Full Council, committees and sub-committees (limited to the previous two years.
Council Standing Orders
Annual Report of Pembroke Town Council
Agendas and supporting papers for Full Council, committee and sub-committee meetings (limited to the forthcoming / immediate meeting.
Committee terms of reference
Publication Scheme

Location Council Offices, Main Street, Pembroke
Minutes of Full Council – website and Pembroke Library.

Class 2 Council Code of Conduct

Title Members declaration of Acceptance of Office
Members Register of Interests
Register of Members Declaration of Interests.

Location Council Offices, Main Street, Pembroke

Class 3 Employment Practice and Procedure

Title Terms and conditions of employees' employment
Employees job descriptions

Location Council Offices, Main Street, Pembroke

Exclusions Personnel Data as defined by Data Protection legislation including:
Appraisals
Specific salary details
Disciplinary records
Sickness records

Class 4 Planning Documents

Title Council's response to planning applications.

Location Council Offices, Main Street, Pembroke

Exclusions Copies of planning consultations
The Development Plan
Structure Plan
Local Plan
Rights of way / footpath maps
(Available at Pembrokeshire County Council, County Hall, Haverfordwest)

Class 5 Audit and Accounts

Title Annual return form to external auditor (limited to previous financial year)
Annual statutory report by external auditor (limited to previous financial year)
Receipt and payment books (limited to previous financial year)
Bank statements (limited to previous financial year)
Precept request to Pembrokeshire County Council (limited to previous financial year)
VAT records (limited to previous financial year)
Financial Standing Orders and Regulations
Asset register
Financial Risk Assessment

Location Council Offices, Main Street, Pembroke

Exclusions Quotations and tenders (Commercially confidential)
Loan documentation and insurance policies (Commercially confidential)

Class 6 Development and Implementation of Policy

Title Responses made by Council to consultation papers
Complaints handling procedure

Location Council Offices, Main Street, Pembroke

Class 7 Council Circulars and newsletters

Title Pembrokeshire Town Guide
History of Pembrokeshire / community (including similar commissioned publications).

Location Council Offices, Main Street, Pembroke

Class 8 Arts, Entertainment & Tourist Information

Title Relating only to information produced by the Council.

Location Council Offices, Main Street, Pembroke

Glossary of Terms

Appendix 'B'

Agendas	Lists of subjects to be considered at Council meetings
Application forms	Forms submitted to the Council
Audit	To make an official examination of Council information
Codes of Practice	Documented directions that instruct and guide officers and members of the Council how to pursue their duties
Consultation Documents	Information relating to the views of local people on Council services and plans
Contacts	Names, addresses and telephone numbers
Councillors	Elected Members to the Council
Events	Information about events published by Pembroke Town Council
Fees & Charges	List of the Council's fees and charges for use of facilities and services as they are published
Guides & Plans	Information about the various guides and plans of the Council
Job Descriptions	Details of all jobs within the Council that are currently vacant together with a job recruitment pack comprising the job description, person specification, general information for applicants and an application form
Leaflet	A piece of paper giving information or advertising something
Maps	Geographical plans of the town
Minutes	Records of decisions made at Council Meetings
Newsletters	Publications giving latest news
Policies & Strategies	The policy framework of the Council, as defined in the Council's Constitution, together with all other policies, plans and strategies as the Council may, from time to time, be required by statute or Government Direction to adopt or which the Council itself decides to adopt and publish
Press Releases & Newsletters	News and events information intended for staff and/or the public
Procedures & Working Practices	Documented steps that specify how officers and members of the Council should carry out tasks and duties
Publicity & Promotional Material	Information on special events and projects organised by the Council
Records	Information kept for future reference
Terms of Reference	Information about the scope and remit of Council panels/committees
Website	A set of pages of information on the internet about a particular subject

