



PUBLICATION SCHEME

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Guide to Information available from Cowbridge (Ancient Borough) with Llanblethian Town Council under the model publication 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.

Cowbridge Town Council contact details

Chief Officer	Mrs Natasha Alexander
E-mail	enquiries@cowbridge-tc.gov.uk
Telephone	01446 773 385
Town Hall Office	Cowbridge Town Council, Town Hall, 21 High Street, Cowbridge, CF71 7AD
Website	www.cowbridge-tc.gov.uk

Information to be published	How to obtain the information
Class 1 – Who we are and what we do Information about us, structures, location and contacts (current information only)	
Who's Who on the Council Committee Members The Council's Meeting Structure The Council's Committee Structure Contact Details for the Chief Officer, Deputy Chief Officer, Amenities Supervisor and Councillors Location of Council office and accessibility details Staffing Structure	Online on our website Information can also be requested by contacting Cowbridge Town Council

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 (for the current and previous financial year)	
Annual Return Form and Report by Auditor Finalised Budget Precept Financial Regulations Standing Orders Grants given Members' allowances and expenses	Online on our website Information can also be requested by contacting Cowbridge Town Council
Accounting information List of current contracts awarded and value of contract Grants received	Information can be requested by contacting Cowbridge Town Council

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews (current and previous year as a minimum)	
Agendas of Full Council Meetings Agendas of Committee Meetings	On our notice boards around Cowbridge three clear working days before meeting Online on our website Information can also be requested by contacting Cowbridge Town Council
Minutes of Full Council Meetings Minutes of Committee Meetings Placemaking Plan	Online on our website Information can also be requested by contacting Cowbridge Town Council
Annual Report	In Cowbridge Library Online on our website Information can also be requested by contacting Cowbridge Town Council
Five Year Strategy (in development) Local Charters drawn up in accordance with the Welsh Government and Welsh Local Government Association GA guidelines Impact Assessments	Not applicable at present

Class 4 – How we make decisions Decision making processes and records of decisions (current and previous council year as a minimum)	
Agendas of Full Council Meetings Agendas of Committee Meetings	On our notice boards around Cowbridge three clear working days before meeting Online on our website Information can also be requested by contacting Cowbridge Town Council
Timetable of Meetings	On our notice boards around Cowbridge Online on our website Information can also be requested by contacting Cowbridge Town Council
Minutes of Full Council Meetings Minutes of Committee Meetings Actions Arising Responses to consultation papers	Online on our website Information can also be requested by contacting Cowbridge Town Council
Reports presented to Council meetings (unless confidential or an exemption applies to the information)	Information can be requested by contacting Cowbridge Town Council
Responses to planning applications	Online via the Vale of Glamorgan Council's Planning Register: https://vagonline.planning-register.co.uk/ Online on our website (within Full Council Minutes) Information can also be requested

	by contacting Cowbridge Town Council
Bye-laws	Not applicable at present

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	
Policies and Procedures for the conduct of Council business	Online on our website Information can also be requested by contacting Cowbridge Town Council
Procedural Standing Orders	
Committee Terms of Reference	
Delegated authority in respect of Officers	
Code of Conduct	
Policy Statements	
Policies and Procedures for the provision of services and employment of staff	Information can be requested by contacting Cowbridge Town Council
Internal Policies relating to the delivery of services	
Equality & Diversity Policy	
Health and Safety Policy	
Recruitment Policy	
Policies and Procedures for handling requests for information	
Complaints Policy	
Information Security Policy	
Data Protection Policy	
Data Retention and Disposal Policy	

Welsh Language Policy	
Current Staff vacancies Current Councillor vacancies including opportunities for becoming a co-opted member Schedule of charges for the publication of information Privacy Notice	Online on our website Information can also be requested by contacting Cowbridge Town Council

Class 6 – Lists and Registers Currently maintained lists and registers only	
Asset Register Record of Gifts and Hospitality	Information can be requested by contacting Cowbridge Town Council
List of Members' Interests	Online on our website Information can also be requested by contacting Cowbridge Town Council

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)	
Allotments Burial Grounds Parks, Playing Fields, Recreational Facilities Seating, Litter Bins, Clocks, Memorials, Lighting Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Online on our website Information can also be requested by contacting Cowbridge Town Council

Bus Shelters	Not applicable at this time
Markets	
Public Conveniences	

Schedule of Charges		
Cowbridge Town Council reserves the right to implement or waive these charges.		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing/Photocopying: 25p per A4 sheet per side (black and white) 45p per A4 sheet per side (colour) 35p per A3 sheet per side (black and white) 55p per A3 sheet per side (colour)	In line with Local Authority pricing structure
	Postage	Actual cost incurred by the Council
Statutory fee		Actual cost incurred by the Council
Other	Staff time for supervised viewing of hard copy documents not requested under Freedom of Information	Actual cost incurred by the Council