

Cyngor Cymuned Ceulanamaesmawr

Clerc: Lynwen Rees Jones, Llys y Bryn, Tre'r-ddôl, SY20 8PN
Ffôn: 01970 832175 e-bost: CyngorCMM@gmail.com

Freedom of Information Policy

This policy allows members of the public to view and access information held by the Council.

Accessing information held

There are two methods of accessing the information:

1. *The Council's website*

The website contains all the information routinely issued by the Council.

2. *Inspection of documents held by the Clerk*

If you wish to see specific documents, please contact the Clerk by telephone, letter or e-mail.

When the documents are ready for inspection, the Clerk will contact you to arrange a mutually convenient appointment.

Your request must include your name and contact details, along with a description of the information required.

The Council's Response to a Written Request

Within 20 working days of receiving your request, the Council will:

- confirm that it holds the information in question;
inform you whether a fee will be payable;
- provide the information (on receipt of the appropriate fee) unless an exception is applicable (see 'Exceptions' below).

Fees

The Freedom of Information Act allows the Council to charge a fee for responding to Freedom of Information requests under the following circumstances:

Costs such as printing, photocopying and postage

If the estimated staff costs for locating and/or collecting the information is greater than £450 (based on an hourly rate of £25), the Council can decide to:

- refuse the request; or
- comply with the request, with a fee for allowable costs; or
- comply with the request free of charge.

If the Council resolves to pass on the information for a fee, then:

- A notice of payment will be sent to the applicant.
- The request will not be processed until the fee is received.
- If the actual cost of processing the request is greater than the estimated cost, the Council will pay the difference.
- If the actual cost is lower than the estimated cost, the difference will be repaid to the applicant.

With regard to costs and expenses, the Council will charge 25c per page for photocopying and printing documents, and will reclaim the postage costs and any other transfer costs from the applicant.

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Exceptions

There is a possibility that the Council will not supply information. The Act lists 23 exceptions, e.g. personal data on individuals protected by the Data Protection Act 1998, or confidential commercial information.

Adopted:	24 June 2024	Chair:	Ellen ap Gwynn
Revised:	19 May 2025	Chair:	Ellen ap Gwynn
Revised:		Chair:	
Revised:		Chair:	
Revised:		Chair:	