

Sesswick Community Council Freedom of Information (FOI) Policy

Freedom of Information Policy

The council has a freedom of information policy that allows members of the public access to information published by the council on its community business.

All business conducted by the council with respect to Planning, Environment, Community Affairs and Council Finances, meeting agendas, meeting minutes, policies, audit etc is published on Sesswick Community Council's website and its notice boards.

Information can be searched for on the council's website and downloaded and printed by any member of the public.

Any responses to planning issues made by the council to any local authority or national authority is obtainable by request to that authority.

Sesswick Community Council is registered with the **Information Commissioner's Office**.

FREEDOM OF INFORMATION REQUESTS POLICY

The council has a Freedom of Information policy to allow anyone to have access to information regarding the council's business.

All information on the council's business can be found on Sesswick Community Council notice boards and on the council's website at:

<https://www.sesswickcommunitycouncil.gov.wales>

We would ask that member of the public search for information on the council's website. All meeting agendas, meeting minutes, finance statements, council policies, standing orders, audit, planning matters etc can be found by searching on the council's website.

Any responses made by Sesswick Community Council to any county council planning applications or other related matters etc. is held by that authority Sesswick Community Council responded to.

If for any reason the required information cannot be found, a request can be sent to the council by emailing the clerk to the council on:

clerk@sesswickcommunitycouncil.gov.wales

The individual making the request should give:

- their name (not needed if you're asking for environmental information)
- a contact postal or email address
- a fully detailed description of the information you want, with dates where possible, so that we can identify the information required, - for example, you might want all information held on a subject, or just a summary

The council will respond to information requests within 20 working days of receiving the request.

Most requests are free but you might be asked to pay a small amount for photocopies or postage. The council will tell you if you have to pay anything.