



# **PRESTATYN TOWN COUNCIL**

## **Publication Scheme**

**2026**

*Prepared by: [illegible]  
[illegible]  
[illegible]*

## VERSION UPDATES

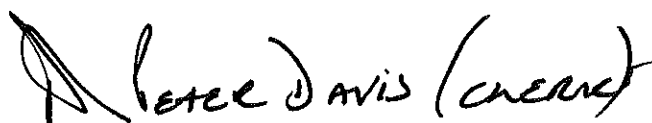
This document was first drawn on 08 March 2023.

| Version | Date       | Section           | Details of Change                                                                                                  |
|---------|------------|-------------------|--------------------------------------------------------------------------------------------------------------------|
| V2      | 22.11.2023 | Whole of Document | Addition of photocopying charges, removal of some Review notifications, transfer from landscape to portrait format |
| V3      | 02.07.2025 | Whole of Document | Editing, updating and email address change                                                                         |
| V4      | 15.01.2026 | Whole of Document | Updated                                                                                                            |
| V4      | April 2026 | Policy status     | Updated                                                                                                            |

## APPROVALS AND DISTRIBUTION

| Version | Date       | Meeting                        | Reference               |
|---------|------------|--------------------------------|-------------------------|
| V2      | 08.03.2023 | Full Council                   | 275                     |
| V2      | 22.11.2023 | Full Council                   | 185, page 59            |
| V4      | 11.02.2026 | Finance & Management Committee | Version update approved |
| V4      | 22.04.2026 | Full Council                   | Formally approved       |

Signature: \_\_\_\_\_

 Peter Davis (Chair) Mayor Hollis

Date: \_\_\_\_\_

12-5-26

## BACKGROUND

This publication scheme has been prepared in-line with the model Publication Scheme issued by the [Information Commissioner's Office](#) (ICO).

This publication scheme commits Prestatyn Town Council (PTC) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information below, where this information is held by the authority. Additional assistance is provided regarding the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

All access to publications are currently provided free of charge through access to the PTC website, and paper copies can be requested by contacting the Council:

Prestatyn Town Council  
7 Nant Hall Road  
Prestatyn  
North Wales  
LL19 9LR

Telephone: 01745 857185  
E-mail: [info@prestatyntc.co.uk](mailto:info@prestatyntc.co.uk)

## INFORMATION AVAILABLE

| Information to be Published                                                                                                     | How the Information Can be Obtained                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Class1 - Who we are and what we do.</b><br>(Organisational information, structures, locations, and contacts)                 | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |
| Who's who on the Council and its Committees.                                                                                    | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |
| Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |
| Location of main Council office and accessibility details                                                                       | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |
| Staffing structure                                                                                                              | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |

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| <b>Class 2 – What we spend and how we spend it.</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit)<br>Current and previous financial year as a minimum | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| Annual return form and report by internal and external auditor                                                                                                                                                                          | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| Finalised budget                                                                                                                                                                                                                        | Details available as a hard copy and on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                 |
| Precept Form                                                                                                                                                                                                                            | Details available as a hard copy and on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                 |
| Borrowing Approval letter                                                                                                                                                                                                               | Details available as a hard copy and on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                 |
| Standing Orders                                                                                                                                                                                                                         | Details available on the Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                |
| Financial Regulations                                                                                                                                                                                                                   | Details available on the Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                |
| Grants Given                                                                                                                                                                                                                            | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| Grants Received                                                                                                                                                                                                                         | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| List of current contracts awarded and value of contract.                                                                                                                                                                                | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| Members' allowances and expenses                                                                                                                                                                                                        | Details available on Prestatyn Town Council website; <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                    |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections, and reviews)                                                                                       | Copies of agendas and minutes from Full Council and committee meetings are available on Prestatyn Town Council website; <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a> |
| Community Plan                                                                                                                                                                                                                          | <b>UNDER REVIEW</b>                                                                                                                                                                      |



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| Annual Report                                                                                                                                                                          | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Local charters drawn up in accordance with WAG, OVW & WLGA guidelines, links to Welsh government – voice Wales.                                                                        | WEBSITE LINKS: -<br><b>WAG</b><br><a href="https://www.gov.wales/public-sector">https://www.gov.wales/public-sector</a><br><b>ONE VOICE WALES</b><br><a href="http://www.onevoicewales.org.uk/OVWeb/Default.aspx">http://www.onevoicewales.org.uk/OVWeb/Default.aspx</a><br><b>WLGA</b><br><a href="https://www.wlga.gov.uk/">https://www.wlga.gov.uk/</a> |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                   | Details available in minutes of Full Council and committee meetings on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                    |
| Timetable of meetings (Council, any committee/sub-committee meetings, and community meetings)                                                                                          | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Agendas of meetings (as above)                                                                                                                                                         | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Minutes of meetings (as above) –<br><b>NB: this will exclude information that is properly regarded as private to the meeting.</b>                                                      | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Reports presented to council meetings <b>NB: this will exclude information that is properly regarded as private to the meeting.</b>                                                    | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Responses to consultation papers                                                                                                                                                       | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| Responses to planning applications                                                                                                                                                     | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |
| By-laws                                                                                                                                                                                | Denbighshire County Council:<br><a href="http://www.denbighshire.gov.uk">www.denbighshire.gov.uk</a>                                                                                                                                                                                                                                                       |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies, and procedures for delivering our services and responsibilities)<br><br>Current information only | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                      |

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| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/>Committee and sub-committee terms of reference<br/>Delegated authority in respect of officers<br/>Code of Conduct<br/>Policy statements</p>                                                                                                                                                                                                             | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services<br/>Health and safety policy<br/>Recruitment policies (including current vacancies)</p> <p>Equality policy<br/>Policies and procedures for handling requests for information<br/>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p> <p><b>UNDER REVIEW</b><br/><b>UNDER REVIEW</b><br/><b>UNDER REVIEW</b></p> <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p> |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| Records management policies (records retention, destruction, and archive)                                                                                                                                                                                                                                                                                                                                                                                     | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p> <p><b>UNDER REVIEW</b></p>                                                                                                                                                                              |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| <p><b>Class 6 – Lists and Registers.</b></p> <p>Currently maintained lists and registers only</p>                                                                                                                                                                                                                                                                                                                                                             | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                                                                                                                                                                                                                                                                            | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| Assets Register                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p>                                                                                                                                                                                                         |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)                                                                                                                                                                                                                                                                                           | <p>Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a></p> <p><b>UNDER REVIEW</b></p>                                                                                                                                                                              |



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| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><i>Current information</i> | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Allotments                                                                                                                                                                                             | Details available on Denbighshire County Council website: <a href="http://www.Denbighshire.gov.uk">www.Denbighshire.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Burial grounds and closed churchyards                                                                                                                                                                  | Details available on Denbighshire County Council website: <a href="http://www.Denbighshire.gov.uk">www.Denbighshire.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Community centres                                                                                                                                                                                      | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a><br><br><b>JUBILEE COMMUNITY CENTRE</b><br><a href="http://www.jubileecommunitycentre.co.uk">www.jubileecommunitycentre.co.uk</a><br><br><b>MELIDEN COMMUNITY CENTRE</b><br><a href="https://www.meliden.org/">https://www.meliden.org/</a><br><br><b>TY CARADOC COMMUNITY CENTRE</b><br><a href="https://atprestatyn.co.uk/businesses/ty-caradoc-community-centre/">https://atprestatyn.co.uk/businesses/ty-caradoc-community-centre/</a><br><b>TY PENDRE</b> |
| Parks, playing fields and recreational facilities                                                                                                                                                      | Details available on Denbighshire County Council website: <a href="http://www.Denbighshire.gov.uk">www.Denbighshire.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Seating, litter bins, clocks, memorials, and lighting                                                                                                                                                  | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Bus shelters                                                                                                                                                                                           | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Markets                                                                                                                                                                                                | Details available on Denbighshire County Council website: <a href="http://www.Denbighshire.gov.uk">www.Denbighshire.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Public conveniences                                                                                                                                                                                    | Details available on Denbighshire County Council website:<br><a href="https://www.denbighshire.gov.uk/en/community-and-living/public-toilets.aspx">https://www.denbighshire.gov.uk/en/community-and-living/public-toilets.aspx</a>                                                                                                                                                                                                                                                                                                                                                  |
| Agency agreements                                                                                                                                                                                      | <b>N/A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. hire of chambers)                                                                             | Details available on Prestatyn Town Council website: <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Additional Information</b>                                                                                                                                                                          | Details available on Prestatyn Town Council website <a href="http://www.atprestatyn.co.uk">www.atprestatyn.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## **The method by which information published under this scheme is available as needed.**

Where it is within the capability of Prestatyn Town Council, information will be provided on our website: [www.atprestatyn.co.uk](http://www.atprestatyn.co.uk) .

Where it is impracticable to make information available on our website or when an individual does not wish to access the information via the website, Prestatyn Town Council will provide a paper copy of the information upon request. Please note, charges may be applicable.

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 authority 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.



## SCHEDULE OF CHARGES

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 Prestatyn Town Council 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 and, in all other 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.

For Prestatyn Town Council:

- (i) One copy of any available document will be supplied free of charge
- (ii) Multiple copies of any available document will be supplied on payment of the actual cost of copying and postage

| TYPE OF CHARGE    | DESCRIPTION          | BASIS OF CHARGE                             |
|-------------------|----------------------|---------------------------------------------|
| Disbursement cost | Photocopying         | Black and White – 5p per sheet (A4)         |
|                   | Photocopying         | Colour – 10p per sheet (A4)                 |
|                   |                      |                                             |
|                   | Postage              | Costs levied as per current Royal Mail fees |
| Statutory Fee     | Price on application |                                             |
| Other             | Price on application |                                             |

Information not available on the website can be requested from the Town Clerk:

Prestatyn Town Council  
7 Nant Hall Road  
Prestatyn  
Denbighshire, LL19 9LR  
01745 857185  
E-mail: [info@prestatyntc.co.uk](mailto:info@prestatyntc.co.uk)

