

Agenda item 4

For decision – Approval of chapters in the constitution; Access to information policy, Information policy, Publication Scheme, Information retention and disposal policy
Author: Paul Wynne, Town Clerk

In addition to new policies to FTC’s constitution, I have reviewed current chapters to ensure that they are up to date and provide the correct information. These are:

Chapter	Update
13. Access to information policy	No significant changes. Reviewed and formatting amended
14. Information policy	I have separated out the references to the publication scheme and created chapter 15, this is to make the information much clearer. Similarly, the table listing the documents and how long they should be kept can be found in chapter 16.
15. Publication Scheme	No significant changes. Reviewed and formatting amended
16. Information retention and disposal policy	No significant changes. Reviewed and formatting amended

All of these chapters are available upon request.

Recommendation

Approve and adopt the chapters listed above.