

Information available from Padstow Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Hard copy and website	
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk Newsletter – website and available from council offices	Free 10p/sheet Free
Contact details for Town Clerk and Council members	Website Hard Copy – contact Clerk Newsletter –website and available from council offices	Free 10p/sheet Free
Location of main Council office and accessibility details	Website Hard Copy – contact Clerk	Free 10p/sheet
Staffing structure	Hard Copy – contact Clerk	10p/sheet
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) Current and previous financial year as a minimum	Hard Copy	
Annual return form and report by auditor	Hard Copy – contact Clerk	10p/sheet
Finalised budget	Hard Copy – contact Clerk	10p/sheet

Financial Standing Orders and Regulations	Hard Copy – contact Clerk	10p/sheet
Grants given and received	Website Hard Copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard Copy – contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and/or website	
Parish Plan	Website Hard Copy – contact Clerk	Free 10p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy – contact Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard Copy – contact Clerk	10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy and/or website	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free 10p/sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet
Responses to planning applications	Hard Copy – contact Clerk	10p/sheet
The Padstow Town Council (Off-Street Parking Places) Order 2008	Website Hard Copy – contact Clerk	Free 10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	} } } Hard Copy – contact Clerk } }	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies	} } } Hard Copy – contact Clerk }	10p/sheet
Data protection policies	Hard Copy – contact Clerk	10p/sheet

Schedule of charges (for the publication of information)	Website Hard Copy – contact Clerk	Free 10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	
Burial Records	By appointment with the Clerk	
Assets Register	Hard Copy – contact Clerk	10p/sheet
Register of members' interests	Hard Copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Hard Copy – contact Clerk	10p/sheet
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	Hard copy or website; some information may only be available by inspection	
Allotments	Hard Copy – contact Clerk	10p/sheet
Burial grounds and closed churchyards	Hard Copy – contact Clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard Copy – contact Clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk	10p/sheet
Bus shelters	Hard Copy – contact Clerk	10p/sheet
Public conveniences	Hard Copy – contact Clerk	10p/sheet
Agency agreements	Hard Copy – contact Clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – contact Clerk	10p/sheet
A summary of costings for commemorative trees, seats and plaques	Website Hard Copy – contact Clerk	Free 10p/sheet

A summary of parking charges and season ticket charges	Hard Copy – contact Clerk	10p/sheet
Additional Information		
Current Vacancies	Website Hard Copy – contact Clerk	Free 10p/sheet

Contact details:

**The Clerk
Padstow Town Council
Station House
Station Road
Padstow
Cornwall PL28 8DA**

**Email: theclerk@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
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Fax: 01841 532171**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	-	In accordance with the relevant legislation (quote the actual statute)
Other	-	

* the actual cost incurred by the public authority