

## Information available from St Austell Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost  (Please see schedule of charges)
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy/website	
Contact details for Town Clerk and Council members	Hard copy/website	
Location of main Council office and accessibility details	Hard copy/website	
Staffing structure	Hard copy/website	
<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	
Annual return form and report by auditor	Hard copy/website	
Finalised budget	Hard copy	
Precept	Hard copy	
Financial Standing Orders and Regulations	Hard copy/website	

Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan (current and previous year as a minimum)	Hard copy/website	
Annual Report (current and previous year as a minimum)	Hard copy/website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and Town Council meetings)	Hard copy/website	
Agendas of meetings (as above)	Hard copy/website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy/website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy/website	

Committee and sub-committee terms of reference	Hard copy	
Delegated authority in respect of officers	Hard copy	
Code of Conduct	Hard copy/website	
Policy statements	Hard copy/website	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	
Policies and procedures for handling requests for information	Hard copy/website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	
Records management policies (records retention, destruction and archive)	Hard copy/website	
Data protection policies	Hard copy/website	
Schedule of charges (for the publication of information)	Hard copy/website	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets Register	Hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	
Register of members' interests	Hard copy/website	
Register of gifts and hospitality	Hard copy	

<b>Class 7 – The services we offer</b> (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)	
St Austell Town Council area - Allotments	Hard copy	
Town centre CCTV Monitoring (this will exclude sensitive information)	Hard copy	
St Austell Town Council area - Footpaths	Hard copy	
Land at South Street, St Austell	Hard copy	
Fore Street, St Austell - Street Furniture	Hard copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

**Mr David Pooley**  
**Town Clerk**  
**The Stable Block**  
**Pondhu House**  
**Penwinnick Road**  
**St Austell**  
**Cornwall**  
**PL25 5DP**

**Tel: 01726 829854**

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**Website: [www.staustelltowncouncil.com](http://www.staustelltowncouncil.com)**

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	At the discretion of the Town Clerk based upon either the per sheet charge or a reasonable estimated cost.
	Photocopying @ 10p per sheet (colour)	At the discretion of the Town Clerk based upon either the per sheet charge or a reasonable estimated cost.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class at the discretion of the Town Clerk.
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		