

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

| Information to be published   | How the information can be obtained | Cost<br><br>(Please see schedule of charges) |
|---|-------------------------------------|--|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (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                   |  |
| <p><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)</p> <p>Current and previous financial year as a minimum</p>                                     | (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><br>(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><br>(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><br>(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      |  |

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|--|--|--|
| 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><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>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><br>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**  
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**PL25 5DP**

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## SCHEDULE OF CHARGES

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <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>             |  |  |