



Parish/Community Council

## Information available from Looe Town Council under the model Publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>All available information mentioned below can be obtained from the Clerk to the Council, website, hard copy or email. Website address where mentioned is <a href="http://www.looetowncouncil.gov.uk">www.looetowncouncil.gov.uk</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard copy, e-mail and website</p>	<p>10p per page +pp</p>
<p>Contact details for Clerk to the Council and Council members (named contacts where possible with telephone number and email address (if used)) Clerk to the Council: Mrs Anne Frith t: 01503 262255 e-mail <a href="mailto:townclerk@looetowncouncil.gov.uk">townclerk@looetowncouncil.gov.uk</a></p>	<p>Councillors details also on website</p>	<p>10p per page + pp</p>



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Location of main Council office and accessibility details The Guildhall, Fore Street, East Looe, PL13 1AA		
Staffing structure Clerk to the Council, Assistant to the Clerk, Tourist Information Centre Manager, Tourist Information Centre Assistants, Amenities Manager, Public Convenience Supervisor and Public Convenience Operatives		
<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)	Hard copy, e-mail and website	10p per page + pp
Current and previous financial year as a minimum Looe Town Council Accounts		
Annual return form and report by auditor	Hard copy, e-mail and website	10p per page + pp
Finalised budget	Hard copy, e-mail and website	10p per page + pp
Precept	Hard copy, e-mail and website	10p per page + pp
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy, e-mail and website	10p per page + pp
Grants given and received – Recorded in the Minutes	Hard copy, e-mail and website	10p per page + pp
List of current contracts awarded and value of contract	Hard copy, e-mail and website	10p per page + pp
Members' allowances and expenses	Hard copy, e-mail and website	10p per page + pp



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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Aims and Priorities	Hard copy, e-mail and website	10p per page + pp
Town Plan (current and previous year as a minimum)	Hard copy, e-mail and website	10p per page + pp
Annual Report	Hard copy, e-mail and website	10p per page + pp
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum Recorded in Minutes	Hard copy, e-mail and website	10p per page + pp
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, town council notice board, e-mail and website	10p per page + pp
Agendas of meetings (as above)	Hard copy, town council notice board, e-mail and website	10p per page + pp



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Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, town council notice board, e-mail and website	10p per page + pp
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, e-mail and website	10p per page +pp
Responses to consultation papers	Hard copy, e-mail and website	10p per page +pp
Responses to planning applications	Hard copy, e-mail and website	10p per page +pp
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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, e-mail and website	10p per copy +pp



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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)          Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy, e-mail and website</p>	<p>10p per copy +pp</p>
<p>Information security policy</p>	<p>N/A</p>	<p>N/A</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy, e-mail and website</p>	<p>10p per copy +pp</p>
<p>Data protection policies</p>	<p>Hard copy, e-mail and website</p>	<p>10p per copy +pp</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy, e-mail and website</p>	<p>10p per page +pp</p>
<p></p>	<p></p>	<p></p>



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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Cornwall Council	
Assets register	Hard copy, e-mail and website	10p per copy +pp
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)		
Register of members' interests	Hard copy, e-mail and website	10p per copy +pp
Register of gifts and hospitality	Hard copy, e-mail and website	10p per copy +pp
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy, e-mail and website	10p per copy +pp
Burial grounds and closed churchyards	N/A	N/A



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Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins and memorials	Hard copy, e-mail and website	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	Hard copy, e-mail and website	10p per copy +pp
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees: Allotment fees.	Hard copy, e-mail and website	10p per copy +pp
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		



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### Contact details:

Mrs Anne Frith  
Clerk to the Council  
Looe Town Council  
The Guildhall  
Fore Street  
East Looe  
PL13 1AA

### 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 *





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	Photocopying @30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority