

## Information available from Padstow Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (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
<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	
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
<b>Class 3 – What our priorities are and how we are doing</b> (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
<b>Class 4 – How we make decisions</b> (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
<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 – 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
<b>Class 6 – Lists and Registers</b>  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
<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	
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
<b>Additional Information</b>		
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: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)  
Tel: 01841 532296**

## 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)	Actual cost *
	Photocopying @10p 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