

Information available from St Ives Town Council under the model publication scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class 1 – Who we are and what we do</u> (Organisational information, structures, locations and contacts)</p> <ul style="list-style-type: none"> • List of Councillors Contact Details. • List of Councillors on Committees. • Minutes of Council, Committees and Sub-Committees (last 2 years). • Agendas and supporting papers for current meetings. • Standing Orders and Financial Regulations. 	<p>All information available from the Town Council Offices – paper copy, or can be emailed on request</p>	<p>All items – up to 10 A4 sheets, free. 10 or more, 10p a sheet</p>
<p><u>Class 2 – What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor.</p>		
<p>The Councils Statutory Statement of Accounts presented to District Audit for auditing purposes – limited to last financial year.</p>		
<p>Precept.</p>		
<p>Financial Standing Orders and Regulations</p>		
<p>Grants given and received (limited to last and current financial year).</p>		
<p>Register of Members’ allowances and expenses.</p>		

<p><u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews).</p>		
Annual report to Annual Town Meeting (current and previous year as a minimum).		
MCTI Plan 2025 – adopted by Town Council.	Hard copy to view.	
<p><u>Class 4 – How we make decisions</u> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum.</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye - laws		

<p>Class 5 – <u>Our policies and procedures</u> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Code of Conduct</p>		
<p>Class 6 – <u>Lists and Registers</u></p> <p>Currently maintained lists and registers only.</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		
<p>Class 7 – <u>The services we offer</u> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public businesses)</p> <p>Current information only</p>		
<p>Allotments</p>		
<p>Agency agreements</p>		

<p><u>Additional Information</u> This will provide councils with the opportunity to publish information that is not itemised in the lists above.</p>		

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