

# Information available from St Ives Town Council under the model publication scheme (Reviewed 2020)



<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<b><u>Class 1 – Who we are and what we do</u></b> (Organisational information, structures, locations and contacts)		
<ul style="list-style-type: none"> <li>List of Town Councillors and their Contact Details.</li> <li>List of Councillors on Committees</li> <li>Contact details for the Town Clerk and key officers</li> <li>Staffing Structure</li> <li>Locations of main offices</li> </ul>	<p>All information available free to access on the Council Website</p> <p>Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>Free</p> <p>All items – up to 10 A4 sheets, free. 10 or more, 10p a sheet</p>
<b><u>Class 2 – What we spend and how we spend it</u></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor.	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items – up to 10 A4 sheets, free. 10 or more, 10p a sheet</p>
The Councils Statutory Statement of Accounts presented to District Audit for auditing purposes – limited to last financial year.	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items – up to 10 A4 sheets, free. 10 or more, 10p a sheet</p>
Precept.	Website / Electronic copies can be supplied on	Free

	request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	All items – up to 10 A4 sheets, free. 10 or more, 10p a sheet
Financial Standing Orders and Regulations	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Grants given and received (limited to last and current financial year).	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
List of current contracts awarded	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Register of Members' allowances and expenses.	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
<b>Class 3 – <u>What our priorities are and how we are doing</u></b> (Strategies and plans, performance indicators, audits, inspections and reviews).		
St Ives Neighbourhood Plan and action plan	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet

St Ives Annual report to electors	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Annual Property Service Plans	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Town Plan through the Town Deal Boards (in development)	Towns Fund Website	Free
Concert hall redevelopment action plan	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Library Partnership Board information, service level agreement, and performance indicators	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
<b>Class 4 – <u>How we make decisions</u></b> (Decision making processes and records of decisions) Current and previous council year as a minimum.		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	All information available free to access on the Council Website and Facebook Page Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies on all Council noticeboards and from the Town Council Offices	Free of Charge

Agendas of meetings (as above)	All information available free to access on the Council Website and Facebook Page Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies on all Council noticeboards and from the Town Council Offices	Free of Charge
Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meeting.	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting.	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Responses to consultation papers	Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Responses to planning applications	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> All comments visible on Cornwall Council's planning portal Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Bye - laws	Paper copies from the Town Council Offices for which a charge is made	All items For hard copies - 50p per A4

		sheet 75p per A3 sheet
<b><u>Class 5 – Our policies and procedures</u></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 Financial Regulations Statement of Internal Control Risk Strategy, policy and assessments Scheme of Delegation Code of Conduct Policy statements Policy Statements	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Policies and procedures for the provision of services and about the employment of staff:  Policies relating to the delivery of services (eg grants and allotments) Equality and diversity policy  Internal policies relating to the employment of staff: Health and safety policy Recruitment policies (including current vacancies) LGPS pension scheme policies Whistleblowing policy Anti-bullying and harassment policy	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made  Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
<b><u>Policies and procedures for handling requests for information</u></b> Complaints procedures (including those covering requests for information and operating the publication scheme)		
Complaints policy	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for	Free  All items For hard copies - 50p per A4

	which a charge is made	sheet 75p per A3 sheet
Complaints Procedure	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items For hard copies - 50p per A4 sheet 75p per A3 sheet</p>
Information Security Policy	<p>Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items For hard copies - 50p per A4 sheet 75p per A3 sheet</p>
Data protection Policy	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items For hard copies - 50p per A4 sheet 75p per A3 sheet</p>
Transparency policy and information	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items For hard copies - 50p per A4 sheet 75p per A3 sheet</p>
Freedom of Information policy	<p>Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a></p> <p>Paper copies from the Town Council Offices for which a charge is made</p>	<p>Free</p> <p>All items For hard copies - 50p per A4 sheet 75p per A3 sheet</p>
Records Management policy	Electronic copies can be supplied on request by	Free

	emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a> Paper copies from the Town Council Offices for which a charge is made	All items For hard copies - 50p per A4 sheet 75p per A3 sheet
<b>Class 6 – <u>Lists and Registers</u></b> Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Disclosure Log	Inspection only	Free
Register of Members Interests	Inspection only	Free
Register of Gifts and Hospitality	Inspection only	Free
<b>Class 7 – <u>The services we offer</u></b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public businesses) Current information only		
Allotments	Website / Electronic copies can be supplied on request by emailing <a href="mailto:enquiries@stives-tc.gov.uk">enquiries@stives-tc.gov.uk</a>  Paper copies from the Town Council Offices for which a charge is made	Free  All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Community centres village halls and lettable rooms	Website Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Parks Playing Fields and recreational facilities	Website	Free

	Paper copies from the Town Council Offices for which a charge is made	All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Seating bins clocks memorials and lighting	Inspection only	
Bus shelters	Inspection only	
Markets	Website Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Spaces for live entertainment and concerts	Website Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Library	Website / facebook Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Public conveniences	Website Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Weddings	Website / facebook Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Visitor Information	Website / facebook Paper copies from the Town Council Offices for which a charge is made	Free All items For hard copies - 50p per A4 sheet 75p per A3 sheet
Agency agreements	Inspection only	



A summary of services for which the council is entitled to recover a fee, together with those fees (eg room hire)	Inspection only	
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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 @ 50p per A4 sheet (black & white)	Actual cost * 2p
	Photocopying @ 75p per A3 sheet	Actual cost * 5p
	Postage 50p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	
<b>Other</b>	N/A	

\* the actual cost incurred by the public authority

### **Contact details:**

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TR26 2DS**

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