

Information available from Looe Town Council under the model Publication Scheme



Information to be published	How information can be obtained	Cost of printed copies
Class 1 – Who we are and what we do		
Current information about the organisation, structures, locations and contacts	Information is published on the Council’s website at www.looetowncouncil.gov.uk or can be sent, on request, via e-mail at no charge. An administration charge is made for any hard copies provided.	10p/page plus P&P
Who’s who on the Council and its Committees	Website/e-mail/hard copy	10p/page plus P&P
Contact details for Town Clerk and Council members	Website/e-mail/hard copy	10p/page plus P&P
Location of main Council office and accessibility details	Website/e-mail/hard copy	10p/page plus P&P
Staffing structure	Our website contains details of Officers and their roles. Organisation chart is available on request from the Town Clerk via e-mail or hard copy	10p/page plus P&P
Class 2 – What we spend and how we spend it		
Looe Town Council Accounts – current and previous financial year as a minimum	Website/e-mail/hard copy	10p/page plus P&P
Annual return form and report by Auditor	Website/e-mail/hard copy	10p/page plus P&P
Finalised budget	Website/e-mail/hard copy	10p/page plus P&P
Precept	Website/e-mail/hard copy	10p/page plus P&P
Financial Standing Orders and Regulations	Website/e-mail/hard copy	10p/page plus P&P
Grants given and received (recorded in minutes of meetings)	Website/e-mail/hard copy	10p/page plus P&P
List of current contracts awarded and value of contract	Website/e-mail/hard copy	10p/page plus P&P
Members’ allowances and expenses	Website/e-mail/hard copy	10p/page plus P&P
Tenders (Open and Closed)	Website/e-mail/hard copy	10p/page plus P&P

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Class 3 – What our priorities are and how we are doing		
Council aims and priorities	Website/e-mail/hard copy	10p/page plus P&P
Emergency Plan – current and previous year as a minimum	Website/e-mail/hard copy	10p/page plus P&P
Annual Report	Website/e-mail/hard copy	10p/page plus P&P
Current projects and plans	Website/e-mail/hard copy	10p/page plus P&P
Quality status: Local Council Award Scheme	Website/e-mail/hard copy	10p/page plus P&P
Class 4 – How we make decisions		
Records of decisions in minutes – current and previous year as a minimum	Website/e-mail/hard copy	10p/page plus P&P
Timetable of meetings (Council and any Committee or sub-Committee meetings and parish meetings)	Website/e-mail/hard copy	10p/page plus P&P
Agendas and Minutes of meetings	Website/e-mail/hard copy	10p/page plus P&P
Reports presented to council meetings (NB this will exclude any information properly regarded as private to the meeting)	Website/e-mail/hard copy	10p/page plus P&P
Responses to consultation papers	Website/e-mail/hard copy	10p/page plus P&P
Responses to planning applications	Website/e-mail/hard copy	10p/page plus P&P

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Class 5 – Our policies and procedures		
Current written protocols, polices and procedures for delivering our services and responsibilities	Website/e-mail/hard copy	10p/page plus P&P
Procedural Standing Orders	Website/e-mail/hard copy	10p/page plus P&P
Committee and sub-Committee terms of reference	Website/e-mail/hard copy	10p/page plus P&P
Delegated authority in respect of Officers	Website/e-mail/hard copy	10p/page plus P&P
Code of Conduct	Website/e-mail/hard copy	10p/page plus P&P
Policy Statements	Website/e-mail/hard copy	10p/page plus P&P
Internal instructions to staff and policies relating to the delivery of services	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Equality and Diversity Policy	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Health & Safety Policy	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Recruitment Policy and Current Vacancies	Website/e-mail/hard copy	10p/page plus P&P
Policies and Procedures for handling requests for information	Website/e-mail/hard copy	10p/page plus P&P
Complaints procedures	Website/e-mail/hard copy	10p/page plus P&P

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Class 5 – Our policies and procedures ...cont		
Information Security Policy	Website/e-mail/hard copy	10p/page plus P&P
Records management Policies (records retention, destruction and archive)	Document Retention Procedure followed by staff, shared files and policies published on website or provided in hard copy to staff	10p/page plus P&P
Data Protection policies	Website/e-mail/hard copy	10p/page plus P&P
Schedule of charges (for the publication of information)	Website/e-mail/hard copy	10p/page plus P&P
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised)	None held by Looe Town Council – contact Cornwall Council	
Assets register	Website/e-mail/hard copy	
Disclosure log (indicating the information provided in response to requests)	Not applicable	
Register of members' interests	Maintained by Cornwall Council	
Register of gifts and hospitality	Not applicable	

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Class 7 – The services we offer		
Leaflets, guidance and newsletters produced for the public and businesses	Website/e-mail/hard copy.	10p/page plus P&P
Allotments	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Recreational facilities (Mariners Garden)	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Seating and memorials	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Bus shelters	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Public conveniences	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Library services	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Tourist information	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P
Services for which the Council is entitled to recover a fee (including details of fees)	Website/e-mail/hard copy. NB – some information may only be available by inspection	10p/page plus P&P