

Information available from Saltash Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy –b/w- and/or website)	Maximum charge £10 for each information request
Who's who on the Council and its Committees	Website Hard copy	Free 10p a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p a sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p a sheet
Staffing structure	Website Hard copy	Free 10p a sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	Website Hard copy	Free 10p a sheet
Annual return form and report by auditor	Hard copy	10p a sheet
Finalised budget	Hard copy	10p a sheet
Precept	Hard copy	10p a sheet
Borrowing Approval letter	Hard copy	10p a sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p a sheet
Grants given and received	Website Hard copy	Free 10p a sheet
List of current contracts awarded and value of contract	Hard copy	10p a sheet
Members' allowances and expenses	Website Hard copy	Free 10p a sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Contact office	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p a sheet
Quality status	Hard copy	10p a sheet
Local charters drawn up in accordance with DCLG guidelines	None	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard copy</p>	<p>Free 10p a sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy</p>	<p>Free 10p a sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy</p>	<p>Free 10p a sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Bye-laws</p>	<p>None</p>	

<p>Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers* Code of Conduct Policy statements</p>	<p>Website Hard copy</p> <p>*Hard copy only</p>	<p>Free 10p a sheet</p> <p>10p a sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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</p>	<p>10p a sheet</p> <p>10p a sheet 10p a sheet 10p a sheet 10p a sheet 10p a sheet 10p a sheet</p>
<p>Information security policy</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Data protection policies</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy</p>	<p>10p a sheet</p>

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	None	
Assets Register	Hard copy	10p a sheet
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)	Hard copy	10p a sheet
Register of members' interests	Website Hard copy	Free 10p a sheet
Register of gifts and hospitality	Hard copy	10p a sheet
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy	10p a sheet
Burial grounds and closed churchyards	Hard copy	10p a sheet
Community centres and village halls	Hard copy	10p a sheet
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p a sheet
Bus shelters	Hard copy	10p a sheet
Markets	None	
Public conveniences	Hard copy	10p a sheet

Agency agreements	Inspection only	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p a sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Ray Lane, Town Clerk
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Email: enquiries@saltash.gov.uk
Website: www.saltash.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

May be subject to change – see current list of fees and charges