TORPOINT TOWN COUNCIL

MODEL PUBLICATION SCHEME - FOI AUDIT

INFORMATION PUBLISHED BY TORPOINT TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME AS OF THE 4TH APRIL 2018

INFORMATION	HOW OBTAINED	COST
1. Who we are and what we do Council Address Council Membership Council officers Members and Officers contact details (address/phone/email) Committee Membership	**Website and/or hard copy** Website Hard Copy	 Free 6p per sheet
2. What we spend and what we spend it on Financial Information relating to financial transactions [income and expenditure], procurement, financial accounts/audit	**Website and/or hard copy**	
Annual Report Form (including supporting information)	Website Hard Copy	Free 6p per sheet
Budget Including Precept	Hard Copy	6p per sheet
Financial Regulations [Best Value Statement] and Standing Orders	Hard Copy	6p per sheet
Grants	Hard Copy	6p per sheet
Contracts	Hard Copy	6p per sheet
Members Expenses	Hard Copy	6p per sheet
3. What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections reviews	**Website and/or Hard Copy**	**Cost**

Town Council Development Strategy	Hard Copy	6p
D & L Committee Development Plan	Hard Copy	6p
Asset Management Committee Development Plan	Hard Copy	6p
Neighbourhood Development Plan	Website	Free
Torpoint Vision Document	Website	Free
Coastal Community Team Economic Plan	Website	Free
Parish Meeting Report	Website	Free
	Hard Copy	6p per sheet
4. How we make decisions Decision Making Processes, records of decisions – current and previous year as a minimum)	**Website and/or Hard Copy**	**Cost**
Meetings Schedule for Council and Committees	Website	Free
	Hard Copy	6p per sheet
Agendas for meetings	Website	Free
	Hard Copy	6p per sheet
Minutes of meetings (excluding confidential i.e. regarded as private to the meeting)	Website	Free
	Hard Copy	6p per sheet
Reports presented to Council meetings (excluding confidential i.e. regarded as private to the meeting)	Website	Free
	Hard Copy	6p per sheet
Responses to consultation papers	Website	Free
	Hard Copy	6p per sheet
Responses to planning applications	Website	Free
	Hard Copy	6p per sheet
5. Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. (Current Information Only)	**Website and/or Hard Copy**	**Cost**
Procedures in Standing Orders	See Standing Orders	
Committee Terms of Reference	Hard Copy	6p per sheet

Scheme of Delegation to Officers	Hard Copy	6p per sheet
Code of Conduct	Website	Free
	Hard Copy	6pper sheet
Policy Schedule	Hard Copy	6p per sheet
Data Protection policies	Hard Copy	6p per sheet
Schedule of Charges (for publications)	Website	Free
	Hard Copy	6p per sheet
6. Lists and Registers Currently Maintained Lists and Registers	**Website and/or Hard Copy (or inspection only)**	**Cost**
Asset Register	Hard Copy	6p per copy
Land Holdings and Uses	Website	Free
	Hard Copy	6p per copy
Register of Members Interests	Website	Free
	Hard Copy	6p per copy
Register of Gifts and Hospitality	Hard Copy	6p per copy
7. The Services we offer		
Information about services we offer including leaflets, guidance and newsletters produced for the public and businesses (Current Information only	**Website and/or Hard Copy**	**Cost**
Allotments	N/A	
Burial Grounds and Closed Churchyards	N/A	
Community Centres and Village Halls	Hard Copy	6p per sheet
Parks, playing fields and recreational facilities	Hard Copy	6p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	6p per sheet
Bus Shelters	Hard Copy	6p per sheet
Markets	N/A	
Public Conveniences	Hard Copy	6p per sheet
Agency Agreements	Hard Copy	6p per sheet

A summary of services for which the council is entitles to recover a fee, together with those fees (e.g. Burial fees)	Website Hard Copy	Free 6p per sheet
Other Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details

Town Clerk, 1-3, Buller Road, Torpoint PL11 2LD

Telephone: - 01752 814885

Email: – admin@torpointtowncouncil.gov.uk

Website: - www.torpointtowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 6p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority