

**INFORMATION AVAILABLE FROM
PRESCOT TOWN COUNCIL
 UNDER THE MODEL PUBLICATION SCHEME**

Drafted: October 2012.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
<i><u>This will be current information only.</u></i>		
Who's who on the Council and its Committees	Website – Annual Report Hard Copy – All households in the Township receive a free copy of the Annual Report delivered to their door. However, if additional copies	Free Free

	are required contact Town Clerk, (pending availability of spare copies).	
	Paper copy printed from website- contact Town Clerk	£0.05p per sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and e-mail address)	Website – all information including e-mail Annual Report Telephone Council Offices (see end of this document).	Free Free Free
	Hard Copy – Contact Town Clerk	£0.05p per sheet
Location of main council office and accessibility details	Website	Free
	Hard Copy - This documents contact details	£0.05p per sheet
Staffing Structure	Annual Report Website	Free Free
	Hard Copy – Contact Town Clerk	£0.05p per sheet

<p>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)</p> <p><u>Current and previous financial year as a minimum</u></p>		
<p>Annual Return form and report by Auditor</p>	<p>Hard Copy – Contact Town Clerk</p>	<p>£0.05p per sheet</p>
<p>Finalised Budget</p>	<p>Website – Financial Information</p> <p>Annual Report (delivered to households)</p> <p>Hard Copy of Statement of Accounts - Contact Town Clerk</p>	<p>Free</p> <p>Free</p> <p>£0.05p per sheet</p>
<p>Precept</p>	<p>Website – Minutes of Precept Setting meeting</p> <p>Annual Report (delivered to households)</p> <p>Hard Copy – Contact Town Clerk</p>	<p>Free</p> <p>Free</p> <p>£0.05p per sheet</p>
<p>Borrowing Approval Letter</p>	<p>Hard Copy – Contact Town Clerk</p>	<p>£0.05p per sheet</p>
<p>Standing Orders and Financial Regulations</p>	<p>Hard Copy – Contact Town Clerk</p> <p>Website</p>	<p>£0.05p per sheet</p>
<p>Grants Given and Received</p>	<p>Hard Copy – Contact Town Clerk</p> <p>Annual Report (delivered to all households)</p>	<p>£0.05p per sheet</p> <p>Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy – Contact Town Clerk</p>	<p>£0.05p per sheet</p>

	Website	Free
Members Allowance & Expenses	Please note that Prescot Town Council <u>do not</u> currently pay any Members Allowances or Expenses, other than the Chairman's (Mayor's) Account – Hard Copy contact Town Clerk	£0.05p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Website – Annual Report Hard Copy – All households in the Township receive a free copy of the Annual Report delivered to their door. However, if additional copies are required contact Town Clerk, (pending availability of spare copies). Paper copy printed from website- contact Town Clerk	Free Free £0.05p per sheet
Quality Status	Website – Minutes of Council meetings regarding Quality Status issues. Hard Copy of QS Information – Contact Town Clerk	Free £0.05p per sheet

Local Charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
Class 4 – How we make decisions (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 Town meetings)	Website Annual Report Hard Copy – Contact Town Clerk	Free Free £0.05p per sheet
Agendas of meetings (As above)	Website Annual Report Hard Copy – Contact Town Clerk	Free Free £0.05p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Website Annual Report Hard Copy – Contact Town Clerk	Free Free £0.05p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Town Clerk	£0.05p per sheet
Responses to consultation papers	Hard Copy – Contact Town Clerk	£0.05p per sheet
Responses to planning applications	Website – Reference to minutes of Council meetings for particular	Free

	applications where a response has been made	
	Hard Copy – Contact Town Clerk	£0.05p per sheet
Bye-Laws	Prescot Town Council do not currently have any bye-laws.	
Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard Copy – Contact Town Clerk, or by visual inspection.	£0.05p per sheet
Policy Statements	Website Web - Policy statements are available in the Best Practice Policy Statement.	Free
	Hard Copy of Best Practice Policy Statement – Contact Town Clerk	£0.05p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal Policies relating to the delivery of services Equality & Diversity policy Health & Safety Policy Recruitment Policies (including current vacancies) Policies and procedures for handling requests for information	Hard Copy – Contact Town Clerk, or by visual inspection. Website	£0.05p per sheet Free

<p>Complaints Procedures (including those covering requests for information and operating the publication scheme)</p> <p>Information Security Policy</p> <p>Records Management Policies (records retention, destruction and archive)</p> <p>Data Protection Policies</p> <p>Schedule of Charges for the publication of information</p>	<p>This document.</p>	
<p>Class 6 – Lists and Registers</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>Copy of the principal authority's electoral register is held</p>	<p>Visual Inspection free.</p>
<p>Assets Register</p>	<p>Hard Copy – Contact Town Clerk</p>	<p>£0.05p per sheet</p>
<p>Disclosure Log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils.</p>	<p>Not held by Prescot Town Council.</p>	
<p>Register of Members' Personal and Disclosable Pecuniary Interests</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p> <p>Principal authority's Website</p>	<p>£0.05p per sheet</p>
<p>Register of Gifts and Hospitality</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p>	<p>£0.05p per sheet</p>

<p>Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Prescot Town Council do not currently have any allotments	
Burial Grounds and closed churchyards	Prescot Town Council do not currently have any burial grounds and closed churchyards	
Town Hall	Website – Hall Hire Application/Booking Criteria, and information pamphlets for two community centres	Free
Parks, playing fields and recreational facilities	Hard Copy – Contact Town Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Contact Town Clerk, or by visual inspection.	Free
Bus shelters	Prescot Town Council do not have responsibility for any such items in the Township	
Markets	Prescot Town Council do not have responsibility for any bus shelters in the Township	
Public Conveniences	Prescot Town Council do not have responsibility for any markets in the Township	
	Prescot Town Council do not have responsibility for any public	

	conveniences in the Township	
Agency agreements	Not applicable to Prescot Town Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable to Prescot Town Council	
Additional Information This will provide Councils with the opportunity to publish information that is not itemized in the lists above.		
Newsletter	Website	Free
Community Chest Application Form	Website Hard Copy – Contact Town Clerk	Free Free
Public Transport Bulletins (Local)	Website Hard Copy – Contact Town Clerk	Free Free
Customer Satisfaction Survey Form	Website Hard Copy – Contact Town Clerk	Free Free

Contact Details

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	*Actual cost

	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	

- the actual cost incurred by the public authority

