



LISKEARD COUNCIL
WORKING FOR YOU

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

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) Current information only	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Who's who on the Council and its Committees	Website Hard copy from office	No Yes
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy from office	No Yes
Location of main Council office and accessibility details	Website Hard copy from office	No Yes
Staffing structure	Website Hard copy from office Personal inspection	No Yes No
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: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Annual return form and report by auditor	Website Hard copy from office Personal inspection	No Yes No
Finalised budget	Website Hard copy from office Personal inspection	No Yes No
Precept	Website Hard copy from office Personal inspection	No Yes No
Borrowing Approval letter	N/a	N/a

Financial Regulations	Website Hard copy from office Personal inspection	No Yes No
Financial Risk Assessment	Website Hard copy from office Personal inspection	No Yes No
Grants given and received	Website (grants given) Hard copy from office Personal inspection	No Yes No
List of current contracts awarded and value of contract	Website Hard Copy from office Personal inspection	No Yes No
Members' allowances and expenses – add a statement to the website?	Hard Copy from office Personal inspection	Yes No
Monthly Schedule of Payments to be approved	Website Hard copy from office Personal inspection	No Yes No
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Draft Neighbourhood Plan	Website (link)	No
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from office Personal inspection	No Yes No
Aims and Objectives	Website Hard copy from office Personal inspection	No Yes No
Action Plan	Website Hard copy from office Personal inspection	No Yes No
Local charters drawn up in accordance with DCLG guidelines	N/a	N/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from office Personal inspection	No Yes No
Agendas of meetings (as above)	Website	No

	Hard copy from office Personal inspection (notice boards)	Yes No
Minutes of meetings (as above) – <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Website Hard copy from office Personal inspection	No Yes No
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Website Hard copy from office Personal inspection	No Yes No
Responses to consultation papers	Contained within minutes – see above	
Responses to planning applications	Contained within Planning Committee minutes – see above Cornwall Council website	Free
Bye-laws	N/a	N/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Council and committee scheme of delegation and terms of reference • Code of Conduct • Business Continuity Plan • Credit Management Policy & Procedures • Reserves Policy • Treasury Management Strategy Policy statements <ul style="list-style-type: none"> • Anti-Fraud Bribery & Corruption • Communications Policy • Community Engagement Strategy • Complaints & Unreasonable Behaviour • Grant Awarding Policy • Honoured Burgess Award Scheme • Investment Strategy • Social Media Policy • Sustainable Development 	Website Hard copy from office Personal inspection	No Yes No
Policies and procedures for the provision of services and about the employment of staff:	Website (where available) Hard copy from office Personal inspection	No Yes No

Employee handbook (including Equality and Diversity policy) Health and Safety policy Equality & Diversity Policy Safeguarding Policy Current vacancies Training and Development Policy LGPS (2014) Employer Discretions Policy Complaints Policy (including those covering requests for information and operating the publication scheme) Schedule of charges (for the publication of information)		
Records management policies (records retention, destruction and archive)	Website Hard copy from office Personal inspection	No Yes No
Data protection policies	Website Hard copy from office Personal inspection	No Yes No
Class 6 – Lists and Registers Currently maintained lists and registers only	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard copy from office Personal inspection	Yes No
Asset Register	Hard copy from office Personal inspection	Yes No
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)	N/a	N/a
Register of members' interests	Website (via link to Cornwall Council) Personal inspection Cornwall Council website	No No Free
Register of gifts and hospitality	Hard copy from office Personal inspection	Yes No
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website: www.liskeard.gov.uk Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407	Per sheet as detailed in the schedule of charges

	Email: townclerk@liskeard.gov.uk Town Clerk: Mr Steve Vinson	
Allotments – Pengover Road and Lake Lane <i>Fees apply</i>	Website Hard copy from office	
Burial grounds and closed churchyards	N/a	N/a
Public Hall <i>Hall and 5 smaller meeting rooms available to hire – fees apply</i>	Website Hard copy from office	
Guildhall <i>Comprising 6 business premises let – fees apply</i>	Hard copy from office	
Foresters Hall (Museum and Tourist Information Centre)	Website In person at the Museum / TIC	
Public conveniences – Dean Street, Sungirt and Westbourne Car Park	Personal inspection	
Pipewell	Personal inspection	
Town Fountain	Personal inspection	
War Memorial	Personal inspection	
Parks, playing fields and recreational facilities – Thorn Park, Rapsons Field Multi-Use Games Area	Personal inspection	
Benches and bus shelters	Personal inspection	
Website, social media and notice boards	Website / online Personal inspection	
Footpath maintenance on behalf of Cornwall Council	Hard copy from office Personal inspection	Yes
Weed control in the town centre	Hard copy from office Personal inspection	Yes
Planting and maintenance of granite planters at the Parade and Dean St and roundabout at Morrisons	Hard copy from office Personal inspection	Yes
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – <i>As stated above</i>	Hard copy from office	Yes

SCHEDULE OF CHARGES

Where a charge is made this is for the cost of photocopying or printing the information.

Printing / photocopying and postage will be charged according to actual cost.

This schedule covers any document within the last 5 years.

All information on the website is free to access.

Members of the public are welcome to inspect documents at the office but are requested to give at least three working days notice.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing @ 10p per sheet (black & white) single sided; 16p per sheet (black & white) double sided	Actual cost

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