

St COLUMB MAJOR TOWN COUNCIL

TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
1. ORGANISATIONAL INFORMATION	Organisational information, structures, locations and contacts.	Who's who on the Council and its Committees.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Contact details for the Parish Clerk and Council members.	As above	As above
		Location of main council office and accessibility details.	As above	As above
		Staffing structure.		
2. FINANCIAL INFORMATION	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Annual return form and report by Auditor.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Finalised budget.	As above	As above www.council.stcolumb.org.uk
		Precept.	As above	As above
		Borrowing approval letter.		
		Financial Standing Orders and Regulations.	As above	As above
		Grants given and received. NOTE – recorded in the Minutes.	As above	As above

St COLUMB MAJOR TOWN COUNCIL

		List of current contracts awarded and value of contract. NOTE – recorded in the Minutes.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Members' allowances and expenses. NOTE – recorded in the Minutes.	As above	As above
3. PRIORITIES	Strategies and plans, performance indicators, audits, inspections and reviews.	Parish Plan.		
		Annual report to Parish Meeting.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Quality status.		
		Local charters drawn up in accordance with DCLG guidelines.		
4. DECISION MAKING	Decision making processes and records of decisions.	Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings).	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Agendas of meetings (as above).	As above	As above
		Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting.	As above	As above
		Reports presented to Council Meetings. NB this will exclude information that is properly regarded as private to the meeting.	As above	As above

St COLUMB MAJOR TOWN COUNCIL

		Responses to consultation papers.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Responses to planning applications.	As above	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Bye-laws.		
5. POLICIES AND PROCEDURES	Policies and procedures for the conduct of council business.	Procedural Standing Orders.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Committee and sub-committee terms of reference.		
		Delegated authority in respect of officers.		
		Code of Conduct.	As above	As above
		Policy Statements.		
	Policies and procedures for the provision of services and about the employment of staff.	Internal policies relating to the delivery of services.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Equality and diversity policy.		
		Health and safety policy. Risk assessments.	As above	As above

St COLUMB MAJOR TOWN COUNCIL

		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).	As above	As above www.council.stcolumb.org.uk
		Information security policy.		
		Records management policies (records retention, destruction and archive).		
		Data protection policies.		
		Schedule of charges for the publication of information.	As above	As above
6. LISTS AND REGISTERS	Currently maintained lists and registers.	Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Assets Register.	As above	As above
		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).		
		Register of members' interests.	As above	As above
		Register of gifts and hospitality. NOTE – recorded in the Minutes of Meetings.	As above	As above

St COLUMB MAJOR TOWN COUNCIL

7. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Allotments.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@stcolumb.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.council.stcolumb.org.uk
		Burial grounds and closed churchyards.	As above	As above
		Community centres and village halls. NOTE – Town Hall only.	As above	As above
		Parks, playing fields and recreational facilities.	As above	As above
		Seating, litter bins, clocks, memorials and lighting. NOTE – recorded in the Asset Register.	As above	As above
		Bus shelters.		
		Markets.		
		Public conveniences.		
		Agency agreements.		
	Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	As above	As above	
8. ADDITIONAL INFORMATION				

SUMMARY OF CHARGES – photocopying charges will be limited to the actual cost of providing the copies, and postage will be the actual cost of Royal Mail standard 2nd class.

N.B. Items which are struck through are not applicable for this Council.