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Launceston Town Council
 The Town Hall
 Launceston
 Cornwall PL157AR

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

Information to be published	How information can be obtained	Cost
Class I – who we are and what we do Current information only		
Who's who on the Council and its Committees	Website Hard copy from office Library	x
Contact Details for Town Clerk and Councillors	Website Hard copy from office Library	x
Location of office	Website Hard copy from office Library	x
Staffing Structure	Website Hard copy from office Personal inspection	x
Class II – what we spend and how we spend it Current and previous financial years		
Annual Return and report by Auditor	Hard copy from office Personal inspection	
Finalised budget	Website Hard copy from office Personal inspection	x
Precept	Hard copy from office Personal inspection	x
Borrowing Approval Letter	Hard copy from office Personal inspection	x
Financial Standing Orders and Regulations	Website Hard copy from office Personal inspection	x
Grants given and received	Website Hard copy from office Personal inspection	x
List of current contracts awarded and value	Hard copy from office Personal inspection	x
Members' allowances and expenses	Website Hard copy from office Personal inspection	x
Monthly list of payments made, including staff costs, grants and councillor allowances	Website Hard copy from office Personal inspection	x

Information to be published	How information can be obtained	Cost
Class III – priorities and progress		
Parish Plan	Hard copy from office Personal inspection	x
Calendar of Meetings	Website Hard copy from office Personal inspection	x
Council and committee agendas	Website Hard copy from office Personal inspection	x
Council and committee minutes	Website Hard copy from office Personal inspection	x
Reports to Council	Hard copy from office Personal inspection	x
Responses to consultation papers	Hard copy from office Personal inspection	x
Responses to planning applications	Website Hard copy from office Personal inspection	x
Class V – policies and procedures		
Current information only		
In relation to council business:		
Standing Orders	Website Hard copy from office Personal inspection	x
Committee and sub committee terms of reference	Website Hard copy from office Personal inspection	x
Code of Conduct	Hard copy from office Personal inspection	x
Strategic Plan	Website Hard copy from office Personal inspection	x
In relation to provision of service and employment of staff:		
Equality and diversity policy	Website Hard copy from office Personal inspection	x
Health and Safety policy	Website Hard copy from office Personal inspection	x
Recruitment policies	Hard copy from office Personal inspection	x
Policies and procedures for handling requests for information	Website Hard copy from office Personal inspection	x

Information to be published	How information can be obtained	Cost
Complaints procedure	Website Hard copy from office Personal inspection	x
Records management policy	Website Hard copy from office Personal inspection	x
Data protection policies	Website Hard copy from office Personal inspection	x
Schedule of charges for the publication of information	Website Hard copy from office Personal inspection	x
Class VI – Lists and registers Current information only		
Asset Register	Hard copy from office Personal inspection	x
Register of Member's Interests	Hard copy from office Personal inspection	x
Register of gifts and hospitality	Hard copy from office Personal inspection	x
Class VII – Services offered Current information only		
Allotments – Kensey and Dutson Fees apply – see Allotment Regulations	Website Hard copy from office	x
Launceston Cemetery Burial fees apply - see Cemetery Regulations	Website Hard copy from office	x
Dockacre closed cemetery	Website	
Launceston Town Hall and Guildhall A charge will normally be made for the hire of the Town Hall, Guildhall or committee room	Website Hard copy from office	x
Lawrence House Museum	Website Personal inspection	
Southgate Arch	Website Personal inspection	
The Roundhouse, Newport	Website Personal inspection	
Packhorse Bridge, Newport	Website Personal inspection	
Launceston Priory Ruins	Website Personal inspection	
Grammers Park	Website Personal inspection	
King George's Field	Website Personal inspection	
The Parade Ground	Website Personal inspection	

Information to be published	How information can be obtained	Cost
Coach park, Westgate Street	Website Personal inspection	
Multi-storey car park, Westgate Street	Website Personal inspection	
Public toilets, Westgate Street	Website Personal inspection	
Bus shelter, Westgate Street	Website Personal inspection	
War Memorial, town square	Website Personal inspection	
Public seats	Hard copy from office Personal inspection	x
Public lights	Hard copy from office Personal inspection	x
Grass cutting contract for town and parishes	Hard copy from office Personal inspection	x
Grass cutting contract for Highways verges	Hard copy from office Personal inspection	x

SCHEDULE OF CHARGES

x indicates a cost for photocopying information. Photocopying and postage will be charged according to actual cost. 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 days notice.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 6p per sheet (black and white)	Actual cost
	Postage	Actual cost
Statutory Fee		In accordance with relevant legislation

Revised October 2011