



LISKEARD COUNCIL  
WORKING FOR YOU

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

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  Current information only	<b>Website:</b> <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a> <b>Office:</b> 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) <b>Tel:</b> 01579 345407 <b>Email:</b> <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a> <b>Town Clerk:</b> 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	No
Staffing structure	Website Hard copy from office	No Yes
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>Website:</b> <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a> <b>Office:</b> 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) <b>Tel:</b> 01579 345407 <b>Email:</b> <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a> <b>Town Clerk:</b> Mr Steve Vinson	Per sheet as detailed in the schedule of charges
Annual return form and report by auditor (minimum 5 year period available)	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	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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Website: <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a> Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a> Town Clerk: Mr Steve Vinson</b>	<b>Per sheet as detailed in the schedule of charges</b>
Neighbourhood Development Plan	Website (link) Personal inspection	No 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 MHCLG guidelines	N/a	N/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<b>Website: <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a> Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm) Tel: 01579 345407 Email: <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a> Town Clerk: Mr Steve Vinson</b>	<b>Per sheet as detailed in the schedule of charges</b>
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 Hard copy from office Personal inspection (notice boards)	No 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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>Website: <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a></b> <b>Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm)</b> <b>Tel: 01579 345407</b> <b>Email: <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a></b> <b>Town Clerk: Mr Steve Vinson</b>	<b>Per sheet as detailed in the schedule of charges</b>
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Council and committee scheme of delegation and terms of reference</li> <li>• Code of Conduct</li> <li>• Business Continuity Plan</li> <li>• Credit Management Policy &amp; Procedures</li> <li>• Reserves Policy</li> <li>• Treasury Management Strategy</li> </ul> Policy statements <ul style="list-style-type: none"> <li>• Anti-Fraud, Bribery &amp; Corruption</li> <li>• Communications Policy</li> <li>• Community Engagement Strategy</li> <li>• Complaints &amp; Unreasonable Behaviour</li> <li>• Grant Awarding Policy</li> <li>• Honoured Burgess Award Scheme</li> <li>• Investment Strategy</li> <li>• Social Media Policy</li> <li>• Sustainable Development</li> </ul>	Website Hard copy from office Personal inspection	No Yes No

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Employee handbook (including Equality and Diversity policy)</li> <li>• Criminal Record Checks Policy</li> <li>• Health and Safety policy</li> <li>• Equality &amp; Diversity Policy</li> <li>• Safeguarding Policy</li> <li>• Current vacancies</li> <li>• Training and Development Policy</li> <li>• LGPS (2014) Employer Discretions Policy</li> <li>• Complaints Policy (including those covering requests for information and operating the publication scheme)</li> <li>• Schedule of charges (for the publication of information)</li> </ul>	<p>Website (where available) Hard copy from office Personal inspection</p>	<p>No Yes No</p>
Records management policies (records retention, destruction and archive)	<p>Website Hard copy from office Personal inspection</p>	<p>No Yes No</p>
Data protection policies	<p>Website Hard copy from office Personal inspection</p>	<p>No Yes No</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p><b>Website: <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a></b> <b>Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm)</b> <b>Tel: 01579 345407</b> <b>Email: <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a></b> <b>Town Clerk: Mr Steve Vinson</b></p>	<p><b>Per sheet as detailed in the schedule of charges</b></p>
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	<p>Hard copy from office Personal inspection</p>	<p>Yes No</p>
Asset Register	<p>Hard copy from office Personal inspection</p>	<p>Yes No</p>
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	<p>Website (via link to Cornwall Council) Personal inspection Cornwall Council website</p>	<p>No No Free</p>
Register of gifts and hospitality	<p>Hard copy from office Personal inspection</p>	<p>Yes No</p>

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>Website: <a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a></b> <b>Office: 3-5 West Street, Liskeard PL14 6BW (ground floor fully accessible, open Mon-Fri 9am – 1pm)</b> <b>Tel: 01579 345407</b> <b>Email: <a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a></b> <b>Town Clerk: Mr Steve Vinson</b>	<b>Per sheet as detailed in the schedule of charges</b>
Allotments – Pengover Road <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	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. allotments) – <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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying / printing per A4 sheet – black & white 20p single sided, 30p double sided – colour 30p single sided, 50p double sided	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

To contribute to a greener world, save space, time and money, improve security, streamline processes and enable self-service where possible our documents and information are held in electronic format.

Updated by Liskeard Town Council (Communications & Engagement Committee) 12 September 2024

Review September 2027