

Information available from Bodmin Town Council under the Model Publication Scheme

| Information to be published | How the information can be obtained |
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| Who we are and what we do (Organisational information, structures, locations and contacts) | Bodmin Town Council website www.bodmin.gov.uk |
| <ul style="list-style-type: none"> ■ Council Structure | This information is detailed on the Council's website along with contact details for all Councillors. |
| <ul style="list-style-type: none"> ■ Staffing Structure | Detailed on the Council's website and as an annex to the Annual Report. |
| <ul style="list-style-type: none"> ■ Location of Council Office and accessibility details | This information is detailed on the Council's website and available from the Council Offices. |
| <ul style="list-style-type: none"> ■ Contact Details of Town Clerk | This information is detailed on the Council's website along with contact details for all Council Officers. |
| What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | |
| <ul style="list-style-type: none"> ■ Statement of Accounts and Annual Governance Report | This information is uploaded on to the Council's website and made available for public inspection in accordance with the Accounts and Audit Regulations. |
| <ul style="list-style-type: none"> ■ Annual Statutory Report by Auditor | This information is posted on the Council's website and advertised in the Council Offices. |
| <ul style="list-style-type: none"> ■ Members allowances and expenses | This information is detailed as a note in the Statement of Account above and advertised as required by legislation. |
| <ul style="list-style-type: none"> ■ Financial Standing Orders and Regulations | Copies of these documents are posted on the Council's website. |
| What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| <ul style="list-style-type: none"> ■ Parish Plan | Copies of the 2020 Vision for Bodmin and the Surrounding Area which was prepared as part of the Market and Coastal Towns Initiative are available from the Council Offices. |

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| ■ Annual Report | This document is uploaded on the Council's website and hard copies are available from the Council Offices. A copy is also placed on deposit in the Library. |
| ■ Best Value Service Review Reports | These reports are posted on the Council's website. |
| ■ Policy Statements issued by Council | These documents are posted on the Council's website. |
| ■ Responses to consultation papers | These documents will be available on deposit in the Council Offices. |
| How we make decisions (Decision making processes and records of decisions) | |
| ■ Timetable of meetings | This information will be posted on the Council's website. |
| ■ Agendas | Agendas for Council Meetings and the Standing Committees will be posted on the website and on notice boards at the Shire House and Suite. |
| ■ Responses to planning applications | These are detailed in the Planning Committee Minutes which will be posted on the Council's website and be available from the Council Offices. |
| ■ Procedural Standing Orders | The Council's Standing Orders are posted on the Council's website. |
| ■ Members' Register of Interests | This document is available for inspection at the Council Offices. |
| ■ Minutes of Full Council and Standing Committee meetings | Once approved by Council, minutes of these meetings will be posted on the Council's website and available from the Council Offices. |
| Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | |
| ■ Policies and Procedures for the Conduct of Council Business | This information is contained within the Council's Standing Orders and posted on the Council's website. |
| ■ Policies and Procedures for the Provision of Services | The Council's Procurement Policy is available on the Council's website. |

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| <ul style="list-style-type: none"> ■ Policies and Procedures about the employment of staff | <p>The Council's Equal Opportunities Policy and other HR policies are available on the Council's website.</p> |
| <p>Lists and Registers (Any information we are currently legally required to hold in publicly available registers)</p> | |
| <ul style="list-style-type: none"> ■ Any publicly available register or list | <p>These documents will be available on deposit in the Council Offices.</p> |
| <ul style="list-style-type: none"> ■ List of assets | <p>This information is available at the Council Offices.</p> |
| <p>The Services we Offer (Information about the services we offer, leaflets, guidance and newsletters produced for the public and businesses. Details of the services for which we are entitled to recover a fee together with those fees)</p> | |
| <ul style="list-style-type: none"> ■ Details of the services for which we are responsible: ■ Allotments ■ Burial grounds and closed churchyards ■ Community centres and Village halls ■ Parks and open spaces ■ Museum ■ Seating, litter bins, clocks and lighting ■ Bus shelters ■ Public Conveniences ■ Town Centre CCTV Code of Practice | <p>Details of all these services can be found on the Council's website and contained within the Annual Report.</p> |

Additional Information

Bodmin Town Council is committed to Freedom of Information. Requests for information other than the broad classes of information which will routinely be made available to the public as detailed above should be addressed to:

The Town Clerk
Bodmin Town Council
Shire House
Mount Folly Square
BODMIN
PL31 2DQ

Tel - 01208 74159
Fax – 01208 264764
e-mail – paul.ocallaghan@bodmin.gov.uk

Most of this information may be downloaded free of charge from the council's website www.bodmin.gov.uk

Other information may be viewed free of charge in the Council Offices, during normal office opening hours.

One copy of any document, which is not available for download from the website, will be supplied free of charge to any Bodmin town resident, for collection from the Town Council offices.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 5p per sheet (black and white) or 30p per sheet (colour) and the cost of Royal Mail second class postage.

In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Council reserves the right to make a charge for the disbursement of officer time (administration – currently charged at £25 per hour), photocopying and postage of complex and archived material.

Review

This document will be reviewed regularly and amended as necessary.

Alternative formats

Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 74159 or e-mailing paul.ocallaghan@bodmin.gov.uk The Council can also arrange to provide versions in other languages.