

Information available from Leek Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost £
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.		
Who's who on the Council and its Committees	Website or Hard Copy	Free *1
Contact details for Town Clerk and Council members (named contacts where possible with telephone number)	Website or Hard Copy	Free *1
Location of main Council office	Website or Hard Copy	Free *1
Staffing structure	Website or Hard Copy	Free *1
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		
Annual return form and report by auditor	Hard Copy	Free *1
Finalised budget/precept	Hard Copy	Free *1
Financial Standing Orders and Regulations	Website or Hard Copy	Free *1
Grants given and received	Website or Hard Copy	Free *1
Class 3 – What our priorities are and how we are doing		

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town Council and Town Meeting(current and previous year as a minimum)	Website or Hard Copy	Free *1
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Website or Hard Copy	Free *1
Agendas of meetings	Website or Hard Copy	Free *1
Minutes of meetings – nb this will exclude information that is properly regarded as confidential to the meeting.	Website or Hard Copy	Free *1
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	Website or Hard Copy	Free *1
Responses to consultation papers	Website or Hard Copy	Free *1
Responses to planning applications	Website or Hard Copy	Free *1
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Contained in Standing Orders Website or Hard Copy Hard Copy	Free *1 Free *1 Free *1 Free *1

Policies and procedures for the provision of services and about the employment of staff:		
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	Free *1
Schedule of charges (for the publication of information)	Hard Copy	Free *1
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Any publicly available register or list	By inspection (if held)	Free
Register of members' interests	Website/By inspection	Free
Register of gifts and hospitality	By inspection	Free
Asset Register	By inspection	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets and guidance produced for the public and businesses) Current information only.		
Allotments	Website or hard copy	Free *1
Ball Haye Green recreational ground	Website or hard copy	Free *1
Seating, clock and war memorials	Website or hard copy	Free *1
Events	Website or hard copy	Free *1
Additional Information Other information that is not itemised in the lists above	As determined by the Council to be	

	available on the website or by hard copy.	
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Contact details:

Town Clerk, Leek Town Council, 15 Stockwell Street, Leek, ST13 6DH

SCHEDULE OF CHARGES

*1 One copy of any document will be supplied free of charge to any Leek resident, for collection from the Leek Town Council Office.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 10p per sheet (black and white) and the actual cost of Royal Mail second class postage if applicable.