

Information available from Louth Town Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	Website
Staffing structure	Hardcopy (from Town Clerk)
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website/Hardcopy (from Town Clerk)
Finalised budget	Hardcopy (from Town Clerk)
Precept	Website (relevant minutes)
Borrowing Approval letter	Hardcopy (from Town Clerk)
Financial Standing Orders and Regulations	Website
Grants given and received	Website (relevant minutes)
List of current contracts awarded and value of contract	Hardcopy (from Town Clerk)
Members' allowances and expenses	Website (relevant minutes)
Class 3 – What our priorities are and how we are doing	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minutes of meeting)

Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hardcopy (from Town Clerk)
Agendas of meetings (as above)	Website/Hardcopy (from Town Clerk)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy (from Town Clerk)
Responses to consultation papers	Hardcopy (from Town Clerk)
Responses to planning applications	Website (relevant minutes)
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business:	Website
Policies and procedures for the provision of services and about the employment of staff.	Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Hardcopy (from Town Clerk)
Class 6 – Lists and Registers	
Any publicly available register or list	Inspection by appointment (from Town Clerk)
Assets Register	Hardcopy (from Town Clerk)
Register of members' interests	Website
Register of gifts and hospitality	Hardcopy (from Town Clerk)

Class 7 – The services we offer	
Allotments	Website
Burial grounds and closed churchyards	Website and/or Hardcopy/Inspection by appointment
Seating, litter bins, clocks, memorials and lighting	Hardcopy (from Town Clerk)
Bus shelters	Hardcopy (from Town Clerk)
Agency agreements	Hardcopy (from Town Clerk)
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy (from Town Clerk)

Contact details:

Visit: www.louthtowncouncil.gov.uk

Write to: Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ

Telephone: 01507 355895

Email: clerk@louthtowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	Photocopying @ 15p per sheet (black & white)
	Photocopying @ 20p per sheet (colour)
	Postage – Actual cost of postage at time of request