

## Information available under the Camborne Town Council publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website) By contacting the Town Clerk at The Passmore Edwards Building The Cross Cross Street Camborne Cornwall TR14 8HA Or by accessing our website <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a></p>	<p><b>Per sheet as detailed in schedule of charges</b></p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p><b>Per sheet as detailed in schedule of charges</b></p>
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Mrs Samantha Hughes Tel: 01209 612406 Email: <a href="mailto:enquiries@camborne-tc.gov.uk">enquiries@camborne-tc.gov.uk</a></p>	<p>N/A</p>

	Web: <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a>	
Location of main Council Reception and accessibility details	The Basset Centre Basset Street Camborne Cornwall TR14 8SL  Opening hours: Monday, Tuesday, Wednesday, Friday: 09:00-17:00- Sat: 09:30-12:30	N/A
Staffing structure	As above	N/A
<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	(hard copy and/or website) By contacting the Town Clerk at  The Passmore Edwards Building The Cross Cross Street Camborne TR14 8HA Or by accessing our website <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a>	<b>Per sheet as detailed in schedule of charges</b>
Annual return form and report by auditor	Hard copy and website	<b>Per sheet as detailed in</b>

		<b>schedule of charges</b>
Finalised budget	Hard copy and website	<b>Per sheet as detailed in schedule of charges</b>
Precept	Hard copy and website	<b>Per sheet as detailed in schedule of charges</b>
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy and website	<b>Per sheet as detailed in schedule of charges</b>
Grants given and received	Hard copy and website	<b>Per sheet as detailed in schedule of</b>

		<b>charges</b>
List of current contracts awarded and value of contract	Hard copy and website	<b>Per sheet as detailed in schedule of charges</b>
Members' allowances and expenses	Hard copy	<b>Per sheet as detailed in schedule of charges</b>
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) By contacting the Town Clerk at  The Passmore Edwards Building The Cross Cross Street Camborne, TR14 8HA Or through accessing our website <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a>	<b>Per sheet as detailed in schedule of charges</b>
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting Current year Previous years	Website or hard copy Website or hard copy	As above

Quality status	Website or hard copy	As above
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy or website) By contacting the Town Clerk at  The Passmore Edwards Building, The Cross Cross Street, Camborne, TR14 8HA Or by accessing our website <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a></p>	<p><b>Per sheet as detailed in schedule of charges</b></p>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	<b>Per sheet as detailed in schedule of charges</b>
Agendas of meetings (as above)	Website or hard copy	<b>Per sheet as detailed in schedule of charges</b>
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	<b>Per sheet as detailed</b>

		<b>in schedule of charges</b>
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	<b>Per sheet as detailed in schedule of charges</b>
Responses to consultation papers	Council minutes available through website or hard copy	<b>Per sheet as detailed in schedule of charges</b>
Responses to planning applications	Council minutes available through website or hard copy; Cornwall Council Planning Portal	<b>Per sheet as detailed in schedule of charges</b>
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)	(hard copy or website) By contacting the Town Clerk at  The Passmore Edwards Building,	<b>Per sheet as detailed in schedule</b>

Current information only	The Cross, Cross Street Camborne, TR14 8HA Or by accessing our website <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a>	<b>of charges</b>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy or website Hard copy or website Hard copy or website Hard copy or website Hard copy or website</p>	<b>Per sheet as detailed in schedule of charges</b>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy or website</p>	<b>Per sheet as detailed in schedule of charges</b>
Information security policy	As above	<b>Per sheet as detailed</b>

		<b>in schedule of charges</b>
Records management policies (records retention, destruction and archive)	As above	<b>Per sheet as detailed in schedule of charges</b>
Data protection policies	As above	<b>Per sheet as detailed in schedule of charges</b>
Schedule of charges for the publication of information	As above	<b>Per sheet as detailed in schedule of charges</b>
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection) By contacting the Town Clerk at The Passmore Edwards Building, The Cross,	<b>Per sheet as detailed in schedule of</b>



	Cross Street, Camborne, TR14 8HA <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a>	<b>charges</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	<b>Per sheet as detailed in schedule of charges</b>
Assets Register	Hard copy	<b>Per sheet as detailed in schedule of charges</b>
Disclosure log	N/A	N/A
Register of members' interests	Available for inspection at the Council's offices or website; Cornwall Council website	<b>Per sheet as detailed in schedule of charges</b>
Register of gifts and hospitality	Available for inspection at the Council's offices	<b>Per sheet as detailed in</b>

		<b>schedule of charges</b>
<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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection) By contacting the Town Clerk at The Passmore Edwards Building The Cross Cross Street Camborne Cornwall TR14 8HA <a href="http://www.camborne-tc.gov.uk">www.camborne-tc.gov.uk</a></p>	<p><b>Per sheet as detailed in schedule of charges</b></p>
Allotments	Our allotments At Enys Road are managed by the Camborne Produce Association, there are further allotments in Pengegon managed by Pengegon Allotment Associated. Contact details are available from the Town Council.	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Hard copy or website	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy	<b>Per sheet as detailed in</b>

		<b>schedule of charges</b>
Bus shelters	N/A	N/A
Markets	N/A	<b>Per sheet as detailed in schedule of charges</b>
Public conveniences	Hard copy or website	<b>Per sheet as detailed in schedule of charges</b>
Agency agreements	Hard copy	<b>Per sheet as detailed in schedule of charges</b>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	<b>Per sheet as detailed in schedule of</b>

		<b>charges</b>
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

(hard copy or website; some information may only be available by inspection)

**The Town Clerk,  
The Passmore Edwards Building,  
The Cross,  
Cross Street,  
Camborne,  
TR14 8HA**

[www.camborne-tc.gov.uk](http://www.camborne-tc.gov.uk)

**Tel: 01209 612406**

**Email: enquiries@camborne-tc.gov.uk**

### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 8p per single sheet (black & white); 10p per double sheet (black & white)	Actual cost
	Photocopying @ .10p per single sheet (colour); 13p per double sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Adopted Full Council 9<sup>th</sup> March 2023 C.5736.2

<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	In the event that a request should take more than ten man hours to process, the Town Council will use its discretion to make a charge reflecting the additional labour costs.	