

INFORMATION AVAILABLE FROM KNOWSLEY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME**2024 - 2025**

Information to be published	How the information can be obtained	Cost
CLASS 1: WHO WE ARE AND WHAT WE DO		
Who's who on the Town Council and it's Committees	Website	Free
Contact details for Town Clerk and Council Members	Website	Free
Location of Town Council offices and accessibility details	Website	Free
Staffing structure	Website	Free
Representatives to outside bodies	Website	Free
CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT		
Annual Return and report by auditor	Website	Free
Precept	Website	Free
Borrowing approval correspondence	Hard copy – contact Clerk of the Town Council	10p/sheet
Financial Regulations	Website	Free
Grants/Sponsorship given and received	Website	Free
List of current contracts awarded and contract value	Hard copy – contact Clerk of the Town Council	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk of the Town Council	10p/sheet
Leases of the Town Council	Hard copy – contact Clerk of the Town Council	10p/sheet
Town Council Statement of Accounts	Website	Free
Delegated decisions by the Clerk of the Council incurring expenditure over £500	Website	Free
Spending transactions of the Town Council over £500	Website	Free
Salaries of Senior Staff	Website	Free

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Timetable of meetings	Website	Free
Class 4 – HOW WE MAKE DECISIONS		
Agendas of Town Council and Committee Meetings	Website	Free
Minutes of the Town Council and Committee Meetings	Website	Free
Policy on the filming and recording of meetings	Website	Free
Reports presented to the Town Council and Committee Meetings	Hard copy – contact Clerk of the Town Council	10p/sheet
Responses to Consultation papers	Hard copy – contact Clerk of the Town Council	10p/sheet
Response to Planning Applications	Hard copy – contact Clerk of the Town Council	10p/sheet
Bye-Laws	Hard copy – contact Clerk of the Town Council	10p/sheet
CLASS 5: OUR POLICIES AND PROCEDURES		
Standing Orders	Website	Free
Committee and Working Groups Terms of Reference	Website	Free
Code of Conduct	Website	Free
Information Technology Protocol	Website	Free
Social Media Protocol	Website	Free
Internal policies relating to the delivery of services	Hard copy – contact Clerk of the Town Council	10p/sheet
Equality and diversity policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Health and Safety policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Complaints procedures	Hard copy – contact Clerk of the Town Council	10p/sheet
Records management policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Schedule of fees and charges	Website	Free
Publication scheme	Website	Free
Community Engagement Strategy	Website	Free

Risk Assessment	Website	Free
General Powers of Competence	Website	Free
Financial Regulations	Website	Free
Pension discretions	Hard copy – contact Clerk of the Town Council	10p/sheet
CLASS 6: LISTS AND REGISTERS		
Asset Register	Hard copy – contact Clerk of the Town Council	10p/sheet
Register of members' interests	Website – Knowsley MBC	Free
Register of gifts and hospitality	Website – Knowsley MBC	Free
CLASS 7: SERVICES WE OFFER		
Bob Whiley Community Centre, Community Pavilion, MUGA, Public Open Space	Website	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost – 2 nd class mail

CONTACT DETAILS

Jane Thomas (Town Clerk/RLO)
 Knowsley Town Council, Bob Whiley Community Centre
 Shop Road, Merseyside
 L34 0HD
Tel: 0151-548 4545

Email: jane.thomas@knowsley.gov.uk

Website: www.knowsleytowncouncil.gov.uk