

# COWES TOWN COUNCIL

## Information available from Cowes Town Council under its model 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><b>Current information only</b></p>		
Who's who on the Council and its Committees	Website Newsletter Town Council Noticeboard E-mail from Town Clerk Hard copy from Town Clerk	Free Free Free Free 10p per sheet + postage
Contact details for Town Clerk and Council members	Website Newsletter Town Council Noticeboard E-mail from Town Clerk Hard copy from Town Clerk	Free Free Free Free 10p per sheet + postage
Location of main Council office Accessibility details	Website Newsletter Town Council Noticeboard	Free Free Free
Staffing structure	Town Council Noticeboard Website	Free Free

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information – Current and previous financial year)</p>		
Annual return form and report by auditor	Town Council Noticeboard Hard copy from Town Clerk Website – once external audit is complete	Free 10p per sheet + postage Free
Finalised budget	Website	Free

	E-mail from Town Clerk Hard copy from Town Clerk	Free 10p per sheet + postage
Precept	Hard copy from Town Clerk	10p per sheet + postage
Borrowing Approval letter	None/not available	N/A
Financial Standing Orders and Regulations	Website E-mail Hard copy	Free Free 10p per sheet + postage
Grants given and received	Town Council minutes Hard copy from Town Clerk Website	) 10p per sheet ) + postage Free
List of current contracts awarded and value of contract	Hard copy from Town Clerk	10p per sheet + postage
Members' allowances and expenses	Hard copy from Town Clerk	10p per sheet + postage

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Plan	None	N/A
Town Mayors Report to Annual Town Meeting	Website Hard copy from Town Clerk	Free 10p per sheet + postage
Quality status	Hard copy from Town Clerk	10p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	None	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	Town Council Noticeboard Website Hard copy from Town Clerk	Free Free 10p per sheet + postage
Agendas of meetings (as above)	Town Council Noticeboard Library Website E-mail from Town Clerk Hard copy from Town Clerk	Free View only Free Free 10p per sheet + postage
Minutes of meetings	Website/E-mail Town Library Hard copy from Town Clerk	Free View only 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Town Clerk	10p per sheet + postage

	Website	Free
Responses to consultation papers (Current meeting only)	Hard copy from Town Clerk	10p per sheet + postage
Responses to planning applications	Minutes on website IW Council Planning Website	Free Free
Bye-laws	None	N/A
<p style="text-align: center;"><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p> <p><b>Policies and procedures for the conduct of council business:</b></p>		
Standing orders & Financial Regulations	Website E-mail Hard copy from Town Clerk	Free Free 10p per sheet + postage
Committee and sub-committee terms of reference	Hard copy from the Town Clerk. Website	10p per sheet + postage Free
Delegated authority in respect of officers	Standing Orders & Financial Regs.	See above
Code of Conduct	Website Hard copy from Town Clerk	Free 10p per sheet + postage
Other Policy statements	Hard copy from Town Clerk Website	10p per sheet + postage Free
<b>Policies and procedures for the provision of services and staff:</b>		
Internal policies relating to the delivery of services	None	N/A
Equality and diversity policy	Website Hard copy from Town Clerk	Free 10p per sheet + postage
Health and safety risk assessments	Hard copy from Town Clerk	10p per sheet + postage
Policies and procedures for handling requests for information	Hard copy from the Town Clerk Website	10p per sheet + postage Free
Complaints procedures	Website Hard copy from Town Clerk	Free 10p per sheet + postage
Information and Data Protection Policy	Website	Free

	Hard copy from Town Clerk	10p per sheet + postage
Document Retention and Disposal Policy	Website Hard copy from Town Clerk	Free 10p per sheet + postage
Schedule of charges (for the publication of information)	None	N/A
<p style="text-align: center;"><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>		
Any publicly available register or list	None	N/A
Assets Register	Viewing only (Town Clerk)	Free
Disclosure log	None	N/A
Register of members' interests	Website Viewing only (Town Clerk) or I.W. Council	Free Free
Register of gifts and hospitality	Viewing only (Town Clerk)	Free

<p style="text-align: center;"><b>Class 7 – The services we offer</b> Current information only</p>		
Allotments	None	N/A
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	None	N/A
Parks, playing fields and recreational facilities	None	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy from Town Clerk	10p per sheet + postage
Bus shelters	None	N/A
Markets	None	N/A
Public conveniences – Northwood Recreation Ground, Northwood Park, Medina Road, Mornington Road, The Cut, The Parade	Hard copy from the Town Clerk	10p per sheet + postage
Agency agreements	None	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	N/A

**Contact details:**

**COWES TOWN CLERK  
NORTHWOOD HOUSE  
WARD AVENUE  
COWES  
ISLE OF WIGHT  
PO31 8AZ**

**Tel: 01983 209022**

**E-mail: [townclerk@cowestowncouncil.org.uk](mailto:townclerk@cowestowncouncil.org.uk)**

**Website: [www.cowestowncouncil.org.uk](http://www.cowestowncouncil.org.uk)**