

PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none"> Town Council Website – "About Us" Hard Copy – Contact Town Clerk 	Free Free
Roles and Responsibilities	<ul style="list-style-type: none"> Town Council Website – "About Us" Hard Copy – Contact Town Clerk 	Free Free
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)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report	<ul style="list-style-type: none"> Town Council Website – "Annual Reports" Hard Copy – Contact Town Clerk 	Free Free
Finalised Budget and Precept	<ul style="list-style-type: none"> Town Council Website – "Financial Reports" and minutes of Budget/Precept setting meeting 	Free Free
Statement of Accounts	<ul style="list-style-type: none"> Town Council Website – "Financial Reports" Hard Copy of Statement of Accounts - Contact Town Clerk 	Free Free
Financial Regulations	<ul style="list-style-type: none"> Town Council Website – "Policies and Procedures" Hard Copy – Contact Town Clerk 	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> Town Council Website – "Council Business". Hard Copy – Contact Town Clerk 	Free Free
Members allowances and expenses	<ul style="list-style-type: none"> Town Council Website – "Council Business". Hard Copy – Contact Town Clerk 	Free Free

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Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Town Business Plan *	<ul style="list-style-type: none"> Town Council Website – “Annual Reports” Hard Copy – Contact Town Clerk 	Free Free
Neighbourhood Plan	<ul style="list-style-type: none"> Town Council Website – “Neighbourhood Plan” Hard Copy – Contact Town Clerk 	Free Free
Annual Report (current and previous year as a minimum) *	<ul style="list-style-type: none"> Town Council Website – “Annual Reports” Hard Copy – Contact Town Clerk 	Free Free

* Morecambe Town Council does not yet have a Town Business Plan and has not yet produced an Annual Report

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> Town Council Website – “Policies and Procedures” Hard Copy – Contact Town Clerk 	Free Free
Timetable of Town Council Meetings	<ul style="list-style-type: none"> Town Council Website – “Events” Hard Copy – Contact Town Clerk 	Free Free
Agendas of Town Council Meetings	<ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – posted on the Town Council noticeboard Hard Copy – Contact Town Clerk 	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – Contact Town Clerk 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Town Council Website (as necessary) Hard Copy – Contact Town Clerk 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – Contact Town Clerk 	Free Free

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Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> Town Council Website – “Policies and Procedure” Hard Copy – Contact Town Clerk 	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> Town Council Website – “Policies and Procedures” Hard Copy – Contact Town Clerk 	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> Visual Inspection – Contact Town Clerk 	Free
Assets Register	<ul style="list-style-type: none"> Town Council Website – “Financial Reports” Hard Copy – Contact Town Clerk 	Free
Register of Members’ Interests	<ul style="list-style-type: none"> Town Council Website – “About Us” Hard Copy – Contact Town Clerk 	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> Town Council Website – “About Us” Hard Copy – Contact Town Clerk 	Free Free

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Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)

Information to be published	How the information can be obtained	Cost
Lengthsman*	<ul style="list-style-type: none"> Town Council Website – “About Us” Update reports in meeting Agendas and Minutes 	Free Free
Allotments	<ul style="list-style-type: none"> Town Council Website – “About Us” 	Free
Burial grounds and closed churchyards	<ul style="list-style-type: none"> The Town Council is currently not responsible for any burial grounds or closed churchyards 	N/A
Community Centres and Village Halls	<ul style="list-style-type: none"> There are currently no Community Centres or Village Halls within the Town 	N/A
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Currently no responsibility for facilities 	N/A
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks, memorials and lighting 	N/A
Bus shelters	<ul style="list-style-type: none"> Currently no direct responsibility for bus shelters within the Town 	N/A
Markets	<ul style="list-style-type: none"> Currently no direct responsibility for Morecambe Market 	N/A
Public Conveniences	<ul style="list-style-type: none"> Currently no direct responsibility for Public Conveniences 	N/A
Services for which the council is entitled to recover a fee (e.g. burial fees)	<ul style="list-style-type: none"> Not currently applicable 	N/A
Newsletter	<ul style="list-style-type: none"> Town Council Website – “Events” Hard Copy – delivered to all households 	Free Free