

Information available from St Minver Highlands Parish Council under the model publication scheme

This model publication scheme is based on a scheme prepared and approved by the Information Commissioner. This publication scheme commits St Minver Highlands PC to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Parish council website/ Hard copy)	
Who's who on the Council and its Committees	Website and hard copy	Free/5p per sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy	Free/5p per sheet + postage
Location of main Council office and accessibility details	Website and hard copy	Free/5p per sheet + postage
Staffing/ Council structure	Website and hard copy	Free/5p per sheet +

		postage
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	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	Free
Finalised budget	Hard Copy	Free
Precept	Hard Copy and website	Free
Financial Standing Orders and Regulations	Hard copy and website	Free/5p per sheet + postage
Grants given and received	Hard copy and website	Free/5p per sheet + postage
List of current contracts awarded and value of contract	Hard copy	Free/5p per sheet + postage
Members' allowances and expenses	Hard copy (minutes)	Free/5p per sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	Free/5p per sheet + postage
Neighbourhood Development Plan	Hard Copy. Website and Cornwall Council website	Free/5p per sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy, website, noticeboards)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard copy and Parish noticeboards	Free/5p per sheet + postage
Agendas of meetings (as above)	Website, hard copy and parish noticeboards	Free/5p per sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy and parish noticeboards	Free/5p per sheet + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	Free/5p per sheet + postage
Responses to consultation papers	Website and hard copy	Free/5p per sheet + postage
Responses to planning applications	Cornwall Council planning portal	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website and hard copy	Free/5p per sheet + postage
Policies and procedures for the provision of services and about the employment	Website and hard copy	Free/5p per sheet +

of staff: 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) Risk assessment Broadcasting/ social media at meetings Privacy Notices Grant making policy		postage
Information security policy	Website and hard copy	Free/5p per sheet + postage
Records management policies (records retention, destruction and archive)	Website and hard copy	Free/5p per sheet + postage
Data protection policies	Website and hard copy	Free/5p per sheet + postage
Schedule of charges (for the publication of information)	Website and hard copy	Free/5p per sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	By inspection	Free
Register of members' interests	Cornwall council website:	Free

	https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/wadebridge-and-padstow/wadebridge-and-padstow-community-network-town-and-parish-councils/st-minver-highlands-parish-council/	
Register of gifts and hospitality	By Inspection	Free
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	(hard copy or website; some information may only be available by inspection)	
Bus shelters	Hard Copy	5p per sheet + postage
Memorials	Hard Copy	5p per sheet + postage

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage- Royal Mail postage rates	Actual cost of Royal Mail standard 2 nd class (1 st class available on request at cost)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority