

Information available from Portreath Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Notice Boards, Website, Email	Free
Who's who on the Council and its Committees	Website, Email	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Email	Free
Location of main Council office and accessibility details	Website, Email	Free
Staffing structure	Website, Email	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)	Website, Email, Hard Copy	Printing & postage costs where hard copy requested
Annual return form and report by auditor	Website, Email, Hard Copy	Printing & postage costs where hard copy requested
Finalised budget	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested
Precept	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested
Financial Standing Orders and Regulations	Website, Email, Hard Copy	Printing & postage costs where hard copy requested
Grants given and received	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested
List of current contracts awarded and value of contract	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested
Members' allowances and expenses	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested
Class 3 – What our priorities are and how we are doing	Website, Email, Minutes, Agendas, Hard Copy	Printing & postage costs where hard copy requested

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard Copy	Free postage costs where hard copy requested
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website, Hard Copy	Printing & postage costs where hard copy requested
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard Copy,	Printing & postage costs where hard copy requested
Agendas of meetings (as above)	Website, Hard Copy, notice board	Printing & postage costs where hard copy requested
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Printing & postage costs where hard copy requested
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Printing & postage costs where hard copy requested
Responses to consultation papers	Website, Hard Copy	Printing & postage costs where hard copy requested
Responses to planning applications	Website, Hard Copy	Printing & postage costs where hard copy requested
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website, Hard Copy	Printing & postage costs where hard copy requested

<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>	Website, Hard Copy	Printing & postage costs where hard copy requested
<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>	Website, Hard Copy	Printing & postage costs where hard copy requested
Information security policy	Website, Hard Copy	Printing & postage costs where hard copy requested
Records management policies (records retention, destruction and archive)	Website, Hard Copy	Printing & postage costs where hard copy requested
Data protection policies	Website, Hard Copy	Printing & postage costs where hard copy requested
Schedule of charges (for the publication of information)	Included in this document	Printing & postage costs where hard copy requested
	Website, Hard Copy	Printing & postage costs where hard copy requested
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website;	Printing & postage costs where hard copy requested
Assets Register	Website, Hard Copy	Printing & postage costs where hard copy requested
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website, Hard Copy	Printing & postage costs where hard copy requested
Register of members' interests	Website, Hard Copy, CC Website	Printing & postage costs where hard copy requested
Register of gifts and hospitality	Hard Copy, inspection	Printing & postage costs where hard copy requested
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)	
Community centres and village halls	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested
Seating, litter bins, clocks, memorials and lighting	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested
Public conveniences	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested
Agency agreements	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested
Defibrillators	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(hard copy or website; some information may only be available by inspection)	Printing & postage costs where hard copy requested

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	10p
	Photocopying @ 25p per sheet (colour)	25p
	Postage	Actual cost of Royal Mail standard 2 nd class and envelopes as required