

**Information available from Towednack Parish Council under the Model Publication Scheme
(Adopted 29th May 2018)**

Information to be published	How obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p a sheet
Location of main Council office and accessibility details	<i>Not applicable</i>	
Staffing structure	<i>Not applicable</i>	
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	Website Hard copy – contact Clerk	Free 10p a sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p a sheet
Precept	Website Hard copy – contact Clerk	Free 10p a sheet
Borrowing Approval letter	<i>Not applicable</i>	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p a sheet

Grants given and received	Website Hard copy – contact Clerk	Free 10p a sheet
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 10p a sheet
Members' allowances and expenses	<i>Not applicable</i>	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Emergency Plan	Website Hard copy – contact Clerk	Free 10p a sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p a sheet
Quality status	<i>Not applicable</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>Not applicable</i>	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p a sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p a sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p a sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p a sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p a sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p a sheet
Bye-laws	<i>Not applicable</i>	

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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact Clerk	Free 10p a sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality Opportunities policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p a sheet
Information security policy	<i>Not applicable</i>	
Records management policies (records retention, destruction and archive)	<i>Not applicable</i>	
Privacy policies	Website Hard copy – contact Clerk	Free 10p a sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p a sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	(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)	Website Hard copy – contact Clerk	Free 10p a sheet
Assets Register	<i>Not applicable</i>	
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)	<i>Not applicable</i>	
Register of members' interests	Website Hard copy – contact Clerk	Free 10p a sheet
Register of gifts and hospitality	<i>Not applicable</i>	
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)	
Allotments	<i>Not applicable</i>	
Burial grounds and closed churchyards	Website Hard copy – contact Clerk	Free 10p a sheet
Community centres and village halls	<i>Not applicable</i>	
Parks, playing fields and recreational facilities	<i>Not applicable</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Not applicable</i>	
Bus shelters	<i>Not applicable</i>	
Markets	<i>Not applicable</i>	
Public conveniences	<i>Not applicable</i>	
Agency agreements	<i>Not applicable</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Not applicable</i>	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	Website Hard copy – contact Clerk	Free 50p a sheet

Contact details:

Fiona Drew, Clerk to the Council, 19 Primrose Lane Estate, Goldsithney, Penzance TR20 9LX Tel: 07986 667509 Email: towednackparishcouncil@gmail.com

Kevin Hughes, Chairman to the Council Tel: 07923 383149

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*

* the actual cost incurred by the public authority

Signed as adopted by Chairperson

Signature.....

Date.....