

Publication Scheme (FOI)

Publication Scheme of St Enoder Parish Council

St Enoder Parish Council Freedom of Information

Information available from St Enoder 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) This will be current information only.	All available information mentioned below can be obtained from the Parish Clerk. Website address where mentioned is: www.saintenoderparishcouncil.org.uk	
Who's who on the Council and its Committees	Hardcopy, email, website	10p per page + pp
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Parish Clerk: Mrs Amanda Kendall, Foxleigh, Treviglas Lane, Probus, Truro TR2 4LH. Tel 01726 883614 email clerk@saintenoderparishcouncil.org.uk	Hardcopy, email, website	10p per page + pp
Location of main Council office and accessibility details: Foxleigh, Treviglas Lane, Probus, TR2 4LH.		
Staffing structure Part time clerk, part time handyman		
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, St Enoder Parish Council Annual Accounts.	Hard copy, E-mail (for electronically available documents) and website	10p per page + pp
Annual return form and report by auditor	Website, email, hardcopy.	10p per

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		page + PP
Finalised budget- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Precept- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Borrowing Approval letter	Email, hardcopy	10p per page + PP
Financial Standing Orders and Regulations	Website, email, hardcopy.	10p per page + PP
Grants given and received- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
List of current contracts awarded and value of contract- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Members' allowances and expenses- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website, email, hardcopy.	10p per page + PP
Parish Plan (current and previous year as a minimum). Currently consulting on Neighbourhood Development Plan.	Website, email, hardcopy.	10p per page + PP
Annual Report to Parish or Community Meeting (current and previous year as a minimum)- this is left in businesses and community buildings free of charge.	Website, email, hardcopy.	PP only.
Local Council Award Scheme	Website, email, hardcopy	10p per page + pp
Class 4 – How we make decisions (Decision making processes and records of		10p per

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decisions) Current and previous council year as a minimum- Recorded in minutes	Website, email, hardcopy.	page + pp
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, email, hardcopy.	10p per page + pp
Agendas of meetings (as above)	Website, email, hardcopy.	10p per page + pp
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email, hardcopy.	10p per page + pp
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email, hardcopy.	10p per page + pp
Responses to consultation papers	Email, hardcopy	10p per page + pp
Responses to planning applications	Email, hardcopy, Cornwall Council website.	10p per page + pp
Bye-laws	Email, hardcopy, website	10p per page + PP
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website, email, hardcopy.	10p per page + pp
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, email, hardcopy.	10p per page + pp

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy, e-mail and some on website	10p per page + pp
Records management policies (records retention, destruction and archive)	Hard copy, e-mail.	10p per page + pp
Data protection policies – as per Data Protection Act requirements.		
Schedule of charges (for the publication of information)- As documented in this publication		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	10p per page + pp
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Cornwall Council or by inspection.	
Assets register	Email, hardcopy	10p per page + pp
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)	Email, hardcopy	10p per page + pp
Register of members' interests	Inspection, Cornwall Council website.	10p per page + pp
Register of gifts and hospitality	Inspection, email, hardcopy.	10p per page + pp
Class 7 – The services we offer	(hard copy or website; some	10p per

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	information may only be available by inspection)	page + pp
Allotments	Email, hardcopy	10p per page + PP
Burial grounds and closed churchyards Indian Queens Cemetery, Moorland Road, Indian Queens. St Enoder Cemetery, Cemetery Lane, Summercourt.	Website, email, inspection.	
Community centres and village halls Trustees: Fraddon Village Hall, Summercourt New Memorial Hall.		
Parks, playing fields and recreational facilities Indian Queens Recreation Ground, St Francis Road, Indian Queens. Thomas Playing Field, School Road, Summercourt.		
Seating, litter bins, & memorials.	Email, hardcopy.	10p per page + pp
Bus shelters		
Public conveniences None		
Agency agreements Verge maintenance and footpaths.	Email, hardcopy.	10p per page + pp
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial & allotment fees)	Email & hardcopy.	10p per page + pp
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Parish Clerk
Mrs Amanda Kendall
Foxleigh
Treviglas Lane
Probus
TR2 4LH

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 @ 25p per sheet (colour)	Actual cost*
	Postage Actual cost at time of posting.	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority