



## Information available from St MEWAN PARISH COUNCIL under the model publication scheme

| Information to be published   | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy and/or website)          |      |
| Who's who on the Council and its Committees   | Hard Copy/Website                   |      |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Hard Copy/Website                   |      |
| Location of main Council office and accessibility details   | Hard Copy/Website                   |      |
| Staffing structure  | Hard Copy                           |      |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     | (hard copy and/or website)          |      |

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|--|--------------------------------|--|
| Annual return form and report by auditor   | Hard Copy/Website              |  |
| Finalised budget   | Hard Copy                      |  |
| Precept  | Hard Copy                      |  |
| Borrowing Approval letter  | Hard Copy                      |  |
| Financial Standing Orders and Regulations  | Hard Copy/Website              |  |
| Grants given and received  | Hard Copy                      |  |
| List of current contracts awarded and value of contract  | Hard Copy                      |  |
| Members' allowances and expenses   | Hard Copy                      |  |
|  |                                |  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)     | (hard copy or website)         |  |
| Parish Plan (current and previous year as a minimum)<br>Neighbourhood Plan   | Hard Copy<br>Hard Copy/Website |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Hard Copy/Website              |  |
| Quality status   | n/a                            |  |
| Local charters drawn up in accordance with DCLG guidelines   | n/a                            |  |
|  |                                |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | (hard copy or website)         |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Hard Copy/Website              |  |
| Agendas of meetings (as above)   | Hard Copy/Website              |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                               | Hard Copy/Website              |  |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | Hard Copy  |  |
| Responses to consultation papers   | Hard Copy/Website  |  |
| Responses to planning applications   | Hard Copy  |  |
| Bye-laws   | Hard Copy  |  |
|  |  |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  | (hard copy or website)   |  |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Hard Copy/Website<br><br>Hard Copy/Website<br>Hard Copy<br>Hard Copy<br>Hard Copy/Website<br>Hard Copy/Website         |  |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <br><br>Hard Copy<br>Hard Copy<br>Hard Copy/Website<br>Hard Copy/Website<br>Hard Copy/Website<br><br>Hard Copy/Website |  |

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| Information security policy  | Hard Copy  |  |
| Records management policies (records retention, destruction and archive)   | Hard Copy  |  |
| Data protection policies/GDPR Privacy Notice/ Policy Statement   | Hard Copy/Website  |  |
| Schedule of charges )for the publication of information)   | Hard Copy  |  |
|  |  |  |
| <b>Class 6 – Lists and Registers</b>   |  |  |
| 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)               | Hard Copy  |  |
| Assets Register  | Hard Copy  |  |
| 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) | Hard Copy  |  |
| Register of members' interests   | Hard Copy/Website  |  |
| Register of gifts and hospitality  | Hard Copy  |  |
|  |  |  |
| <b>Class 7 – The services we offer</b>   |  |  |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)                                   | (hard copy or website; some information may only be available by inspection) |  |
| Current information only   |  |  |
| Trewoon Allotments   | Hard Copy  |  |
| Burial grounds and closed churchyards  | n/a  |  |
| Village halls  | Hard Copy  |  |
| Parks, playing fields and recreational facilities  | Hard Copy  |  |
| Seating, litter bins, clocks, memorials and lighting   | Hard Copy  |  |
| Bus shelters   | Hard Copy  |  |
| Car Parks  | Hard Copy  |  |
| Public conveniences  | n/a  |  |

|   |           |  |
|---|-----------|--|
| Footpath agreements   | Hard Copy |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                           |           |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |           |  |
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**Contact details:**

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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.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                         | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @5p per sheet (black & white) | At the discretion of the Parish Clerk based upon either the per sheet charge or a reasonable estimated cost. |

|                      |                                       |  |
|----------------------|---------------------------------------|--|
|                      |                                       |  |
|                      | Photocopying @ 30p per sheet (colour) | At the discretion of the Parish Clerk based upon either the per sheet charge or a reasonable estimated cost. |
|                      |                                       |  |
|                      | Postage                               | Actual cost of Royal Mail standard 2 <sup>nd</sup> class at the discretion of the Parish Clerk               |
|                      |                                       |  |
| <b>Statutory Fee</b> |                                       | In accordance with the relevant legislation (quote the actual statute)                                       |
|                      |                                       |  |
| <b>Other</b>         |                                       |  |
|                      |                                       |  |

\* the actual cost incurred by the public authority

Adopted on the 16<sup>th</sup> May 2018  
Minute No: AC16/18