

Information available from St Dennis Parish Council under the model publication scheme as from 1 January 2009

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website) www.stdennisparishcouncil.org.uk Information available form the website is free of charge hard copies are as priced in the cost section	For hard copies 50p per A4 sheet 75p per A3 sheet
Who's who on the Council and its Committees	Website/ Hard copy	50p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hard copy	50p per sheet
Location of main Council office and accessibility details	Website/ Hard copy	50p per sheet
Staffing structure	Clerk	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) Current and previous financial year as a minimum	hard copy and/or website	50p per sheet

Annual return form and report by auditor	Website /Hard Copy	50p per sheet
Finalised budget	Website /Hard Copy	50p per sheet
Precept	Website / Hard Copy	50p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Web site / Hard Copy	50p per sheet
Grants given and received	Website / Hard Copy	50p per sheet
List of current contracts awarded and value of contract	Website / Hard Copy	50p per sheet
Members' allowances and expenses	Hard Copy	50p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy	50p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / Hard copy	50p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	50p per sheet
Current and previous council year as a minimum	Website/Hardcopy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy	50p per sheet
Agendas of meetings (as above)	Website/Hard Copy	50p per sheet
Minutes of meetings (as above) – N.B This excludes information that is properly regarded as private to the meeting	Website/Hard Copy	50p per sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy	50p per sheet
Responses to consultation papers	Website / Hard copy	50p per sheet
Responses to planning applications	Website / Hard copy	50p per sheet
Bye-laws	Hard Copy	50p per sheet
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 Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy	50p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy	50p per sheet

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard Copy Website / Hard copy	50p per sheet
Information security policy	Website / Hard Copy	50p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	50p per sheet
Data protection policies	Website Hard Copy	50p per sheet
Schedule of charges) for the publication of information)	Website and hard copy	50p per sheet
		50p per 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)	N/A	
Assets Register	Website / Hard copy	50p per sheet
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)	N/A	50p per sheet
Register of members' interests	Website / Hard copy	50p per sheet
Register of gifts and hospitality	By inspection only	50p per sheet
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	N/A	
Burial grounds and closed churchyards	Website / Hard copy	50p per sheet

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website / hard copy	50p per sheet
Seating, litter bins, clocks, memorials and lighting	Website / Hard copy	50p per sheet
Bus shelters	Website / Hard copy	50p per sheet
Markets	N/A	
Public conveniences	Website / Hard Copy	50p per sheet
Agency agreements	Hard copy	50p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website / Hard copy	50p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk/RFO Lynn Clarke St Dennis Parish Council c/o The Claytawc Building, Fore St, St Dennis, St Austell, PL26 8AF

Telephone : 01726 821700

E mail : clerk@stdennisparishcouncil.org.uk

Website : www.stdennisparishccouncil.org.uk

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 @ 50p per A4 sheet (black & white)	Actual cost * 25p
	Photocopying @ 75p per A3 sheet	Actual cost * 35p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	

* the actual cost incurred by the public authority