

## Information available from Illogan Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (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.</p>		
Who's who on the Council and its Committees	Hard copy Website	20p per sheet Free
Contact details for Parish Clerk and Council Members	Hard copy Website	20p per sheet Free
Location of main Council office and accessibility details	Hard copy Website	20p per sheet Free
Staffing structure	Hard copy Website	20p per sheet Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Hard copy	20p per sheet
Finalised budget	Hard copy	20p per sheet
Precept	Hard copy	20p per sheet
Borrowing Approval letter	No information held	
Financial Standing Orders and Regulations	Hard copy	20p per sheet
Grants given and received	Hard copy Website	20p per sheet Free
List of current contracts awarded and value of contract	Hard copy	20p per sheet
Members' allowances and expenses	Hard copy	20p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy Website	20p per sheet Free
Annual Report to Parish	Hard copy Website	20p per sheet Free
Quality status	No information held	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	20p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council, Committee/sub-committee meetings and parish meetings)	Hard copy Website	20p per sheet Free
Agendas of meetings	Hard copy Website	20p per sheet Free

Minutes of meetings (Note: this will exclude information that is properly regarded as private to the meeting).	Hard copy Website	20p per sheet Free
Reports presented to council meetings (Note: this will exclude information that is properly regarded as private to the meeting).	Hard copy	20p per sheet
Responses to consultation papers	Hard copy	20p per sheet
Responses to planning applications	Hard copy Website	20p per sheet Free
Bye-laws	Hard copy	20p per sheet
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Hard copy	20p 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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	20p per sheet
Information security policy	Hard copy	20p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	20p per sheet
Data protection policies	Hard copy	20p per sheet
Schedule of charges (for the publication of information)	At end of this document	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection by prior request	
Assets Register	Available for inspection by prior request	

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)	Available for inspection by prior request	
Register of Members' Interests	Available for inspection by prior request Website	
Register of gifts and hospitality	Available for inspection by prior request	
<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) Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	Hard copy	20p per sheet
Community centres and village halls	Hard copy	20p per sheet
Parks, playing fields and recreational facilities	Hard copy Website	20p per sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per sheet

Bus shelters	Hard copy	20p per sheet
Markets	Hard copy	20p per sheet
Public conveniences	Hard copy	20p per sheet
Agency agreements	Hard copy	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	20p per sheet
<b>Additional Information</b>		
(This will provide Councils with the opportunity to publish information that is not itemised in the lists above)		
Newsletter	Website (Delivered throughout parish)	Free Free

## 6. CONTACT DETAILS

The person designated with responsibility for this scheme on behalf of Illogan Parish Council is the Parish Clerk

- Ms Sarah Willsher, Clerk, Illogan Parish Council, Unit 2, Wheal Agar, Tolvaddon Energy Park, Camborne, TR14 0HX

## 7. 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 @ 20p per sheet (black & white)	Actual cost* – 42p (Paper £0.008/Photocopier £0.005/Manpower £0.41 per min)
	Photocopying @ 25p per sheet (colour)	Actual cost – 46p (Paper £0.008/Photocopier £0.04/Manpower £0.41 per min)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<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

<b>Review Date:</b>	<b>Reviewed By:</b>	<b>Amendments</b>	<b>Minute No</b>
27.01.16	Governance Review Committee	No amendments	GR16/04/21.2
26.04.17	Governance Review Committee	No amendments	GR17/04/19.2
25.04.18	Governance Review Committee	No amendments	GR18/04/19.2
24.04.19	Governance Review Committee	None	GR19/04/21.2