St Michael Penkivel Parish Council Freedom of Information

Information available from St Michael Penkivel Parish Council under the model publication scheme

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| **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.stmichaelpenkivelpc.org.uk |  |
| Who’s who on the Council | 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 stmichaelpenkivelpc@gmail.com | 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. |  |  |
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| **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 Michael Penkivel 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 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 | N/A |  |
| 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 |
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| **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 |
|  | Website, email, hardcopy. | 10p per page + PP |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)- | Website, email, hardcopy. | 10p per page + pp |
|  | Website, email, hardcopy | 10p per page + pp |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum- Recorded in minutes | Website, email, hardcopy. | 10p per 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 | N/A |  |
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| **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  Code of Conduct  Policy statements | Website, email, hardcopy. | 10p per page + pp |
| Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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, e-mail and some on website | 10p per page + pp |
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| 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 |  |  |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | (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 | 10p per page + pp |
| Assets register- None no assets. | 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) |  |  |
| Register of members’ interests | Inspection, Cornwall Council website. | 10p per page + pp |
| Register of gifts and hospitality | Inspection, email, hardcopy. | 10p per page + pp |
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| **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) | 10p per page + pp |
| Allotments | N/A |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls Trustees St Michael Penkivel Village Hall. | N/A |  |
| Parks, playing fields and recreational facilities | N/A |  |
| Seating, litter bins, clocks, memorials and lighting | N/A |  |
| Bus shelters | N/A |  |
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| Public conveniences |  |  |
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| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | None |  |
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| **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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 25p per sheet (colour) | Actual cost\* |
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|  | Postage Actual cost at time of posting. | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
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| **Other** |  |  |
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\* the actual cost incurred by the public authority