

Information available from Poundstock Parish Council under the Freedom of Information Act Information Commissioners Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contract) Current information only	Hard Copy or Website	Postage and Printing Costs
List of Council Members and their responsibilities as well a list of Council Committees		
Details of any representation on local public bodies		
Postal and email addresses		
Contact details for the Parish Clerk and Council Members		
Location of Council office and accessibility details		
Staffing Structure	n/a	

Class 2 – What we spend and how we spend it (Financial Information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy or website	Postage and Printing Costs
Statement of accounts and internal audit report in the format included in the Annual Return form		
Finalised budget		
Precept		
Borrowing approval letter	n/a	
All items of expenditure of over £100		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		

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	Hard Copy or website	Postage and Printing Costs
Annual governance statement format included in the Annual Return form		
Parish Plan		
Annual Report to Parish or Community Meeting		
Quality Status	n/a	

Local charters drawn up in accordance with DLUHC's guidelines	n/a	
---	-----	--

Class 4 – How we make decisions (Decision making and records of decisions) Current and previous year as a minimum	Hard Copy or website	Postage and Printing Costs
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that I properly regarded as private to the meeting		
Reports presented to council meetings – nb this will exclude information that I properly regarded as private to the meeting		
Responses to consultation papers		
Responses to planning applications		
Bye-laws	n/a	

Class 5 – Our policies and procedure (Current written protocols, policies and procedures from delivering our services and responsibilities) Current information only	Hard Copy or website	Postage and Printing Costs
Policies and procedure for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
Policies and procedure for the provision for the provision of services and about the employments of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers	Hard Copy or website (some information may only be available by inspection)	Postage and Printing Costs
Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register		
Burial Register	By appointment	
Register of Members’ Interests		
Register of gifts and hospitality	n/a	

Class 7 – The services we offer	Hard Copy or website, (some information may only be available by inspection)	Postage and Printing Costs
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	n/a	
Burial Ground and Closed Churchyard		
Community centres and village hall		
Parks, playing fields, clocks, memorials and lighting		
Bus shelters		
Markets	n/a	
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		

Contact details: **L. Pluess**
Trevoulter Barton, Poundstock
Bude, Cornwall EX23 0DH

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and has been published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost incurred
	Photocopying at 15p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation