

# FREEDOM OF INFORMATION PUBLICATION SCHEME

**LINKINHORNE PARISH COUNCIL**

C/o Darley Ford Quarry  
Upton Cross  
Liskeard  
Cornwall PL14 5AS  
Tel: 01579 363050

Responsible Officer: Mrs Kate Dilworth, Clerk  
Maintaining Officer: Mrs Kate Dilworth, Clerk

| <b>Information to be published.</b>   | <b>Method of publication</b>  |
|---|---|
|   | Viewing by appointment through the Clerk  |
| <b>COUNCIL PRACTICES AND PROCEDURES</b>   |   |
| Council Agendas and Minutes<br>Footpath Committee Agendas and Minutes   | Agendas are posted on Noticeboards<br>Agendas and minutes are to be posted on the Parish Council's website. Copies can be inspected by appointment through the Clerk.   |
| Acceptance of Office<br>Standing Orders<br>Councillors Code of Conduct<br>Report to Annual Parish Meeting   | These can be inspected by appointment through the Clerk.<br><br>Posted on the Parish Council's website.   |
| Register of Councillors Interests   | These can be inspected at the District Council Offices by appointment.  |
| <b>FINANCIAL</b>  |   |
| The Annual Precept Figure   | Published in District Council leaflet.  |
| Annual Budgets in summary form  | Published in Council Minutes and Council's annual report  |
| Payments made to contractors and suppliers  | Published in Council Minutes  |
| Annual Accounts and supporting information<br>Financial regulations<br>Risk Assessment<br>VAT return  | Can be inspected by appointment through the Clerk.  |
| <b>PLANNING</b>   |   |
| Individual planning applications and responses<br>The adopted and draft Local Plan  | Can be inspected on the Caradon District Council website: <a href="http://www.caradon.gov.uk">www.caradon.gov.uk</a> or at their offices - Caradon District Council, Luxstowe House, Liskeard, PL14 3DZ, telephone 01579 341400 |
| <b>HEALTH AND SAFETY</b>  |   |
| Annual Rospa playground inspection records  | Can be inspected by appointment through the Clerk.  |
| <b>PERIODIC ELECTORAL REVIEW</b>  |   |
| Documents on last electoral review  | Can be inspected by appointment through the Clerk.  |
| <b>EMPLOYMENT</b>   |   |
| Terms and conditions of employment<br>Job descriptions  | Can be inspected by appointment through the Clerk.  |
| <b>EXEMPT MATERIAL</b><br>Personal information relating to Councillors (other than required to be declared in Register of Interest).<br>Personal information relating to employees.<br>Tenders and bids from contractors and suppliers.<br>NB Data protection legislation prohibits the publication of certain categories of information. |   |

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

## **CHARGING POLICY**

Information can be inspected, by appointment through the Clerk, free of charge.

Information that can be photocopied without breaching copyright laws can be copied through the Clerk at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council minutes) is subject to a charge of £10 per search.

## **REVIEW OF POLICY**

This Policy was approved by Linkinhorne Parish Council at its meeting on

and will be reviewed annually.

NB Under the Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Clerk to ensure that the information they require is still readily available.