

Information available from Linkinhorne Parish Council under the model publication scheme

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 is current information only .		
Who's who on the Council and its Committees	Notice-boards and www.linkinhorneparish.co.uk Parish magazine Photocopy – contact clerk	Free 20p 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice-boards and www.linkinhorneparish.co.uk Parish magazine Photocopy – contact clerk	Free 20p 10p
Location of main Council office and accessibility details	Notice-boards and www.linkinhorneparish.co.uk Parish magazine	Free 20p
Staffing structure		
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		
Annual return form and report by auditor (when published)	Notice-boards Photocopy – contact clerk	Free 10p/sheet
Finalised budget	Photocopy – contact clerk	10p/sheet
Precept	Photocopy – contact clerk	10p/sheet

Borrowing Approval letter		
Financial Standing Orders and Regulations	Photocopy – contact clerk	10p/sheet
Grants given and received	www.linkinhorneparish.co.uk - minutes	Free
List of current contracts awarded and value of contract	Photocopy – contact clerk	10p/sheet
Members' allowances and expenses	www.linkinhorneparish.co.uk - minutes	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	www.linkinhorneparish.co.uk Photocopy – contact clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.linkinhorneparish.co.uk Parish magazine Photocopy – contact clerk	Free 20p 10p/sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice-boards and www.linkinhorneparish.co.uk Parish magazine Photocopy – contact clerk	Free 20p 10p/sheet
Agendas of meetings (as above)	Notice-boards Photocopy – contact clerk	Free 10p/sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	www.linkinhorneparish.co.uk Photocopy – contact clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Photocopy – contact clerk	10p/sheet
Responses to consultation papers	Photocopy – contact clerk	10p/sheet
Responses to planning applications	Photocopy – contact clerk	10p/sheet
Bye-laws		
Class 5 – Our policies and procedures (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 (please refer to the adopted Code of Conduct for May 2007 at www.standardsboard.gov.uk) Policy statements	Photocopy – contact clerk Photocopy – contact clerk www.linkinhorneparish.co.uk – minutes www.linkinhorneparish.co.uk or photocopy	10p/sheet 10p/sheet Free Free/ 10p/sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>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)</p>	<p>Linkinhorne Parish Council is committed to the Code of Conduct May 2007 (www.standardsboard.gov.uk) All new regulations and amendments are considered and adopted, where deemed appropriate, by the Council.</p> <p>Photocopy – contact clerk 10p/sheet</p>	
<p>Information security policy</p>	<p>See schedule at foot of this document</p>	
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p>See schedule at foot of this document</p>	
<p>Schedule of charges (for the publication of information)</p>		
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>	<p>Inspection only – contact clerk for appointment</p>	<p>No fee</p>
<p>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)</p>		
<p>Register of members' interests</p>	<p>Inspection only – contact clerk for appointment</p>	<p>No fee</p>
<p>Register of gifts and hospitality</p>	<p>Inspection only – contact clerk</p>	<p>No fee</p>

	for appointment	
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		
Allotments		
Burial grounds and closed churchyards	Photocopy – contact clerk	10p/sheet
Community centres and village halls		
Parks, playing fields and recreational facilities	Photocopy – contact clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Photocopy – contact clerk	10p/sheet
Bus shelters	Photocopy – contact clerk	10p/sheet
Markets		
Public conveniences	Photocopy – contact clerk	10p/sheet
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 This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

--	--	--

Contact details:

Mrs Julia Todd
 Penrilla House
 Rilla Mill
 Callington
 Cornwall
 PL17 7NT
clerk@linkinhorneparish.co.uk
www.linkinhorneparish.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ...p per sheet (colour)	(not available)
Disbursement cost	Postage & packaging	Actual cost of Royal Mail standard 2 nd class post & packaging
Statutory Fee		In accordance with the relevant legislation (quote the

		actual statute)
Other		

* the actual cost incurred by the Parish Council