



## Linkinhorne Parish Council Freedom of information publication Scheme 2019

Location of information:

Council office: Jean Ann, Highbury, Rilla Mill, Callington Cornwall, PL177PH.

Website: [www.linkinhorneparish.co.uk](http://www.linkinhorneparish.co.uk)

Email: [Clerk@linkinhorneparish.co.uk](mailto:Clerk@linkinhorneparish.co.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*
Contact details for Parish Clerk and Council members	Website / hardcopy	Free / 10p per sheet + postage*
Location of main Council office and accessibility details	Website / hardcopy	Free / 10p per

		sheet + postage*
Staffing structure	Website / hardcopy	Free / 10p per sheet + postage*
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy	10p per sheet + postage*
Finalised budget	Hard copy	10p per sheet + postage*
Precept (Transparency code)	Website / hardcopy	Free / 10p per sheet + postage*
Financial Standing Orders and Regulations	Website / hardcopy	Free / 10p per sheet + postage*
Grants given and received (transparency code)	Website / hardcopy	Free / 10p per sheet + postage*
List of current contracts awarded and value of contract	hardcopy	10p per sheet + postage*
Members' expenses	Hardcopy ( minutes)	10p per sheet + postage*

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hardcopy	Free / 10p per sheet + postage*
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and and parish meetings)	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*
Agendas of meetings (as above)	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/ hard copy	Free / 10p per sheet + postage*
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/ hard copy	Free / 10p per sheet + postage*
Responses to consultation papers	Website/ hard copy	Free / 10p per sheet + postage*
Responses to planning applications	Website - <a href="https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/">https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/</a> / hard copy	Free / 10p per sheet + postage*

<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>– Procedural standing orders</li> <li>– Code of Conduct</li> <li>– Financial regulations</li> <li>– Statement of internal control</li> </ul>	<p>Website/ hard copy</p>	<p>Free / 10p per sheet + postage*</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>– Equalities policy</li> <li>– Risk management strategy</li> <li>– Complaints procedure</li> <li>– Health and safety policy</li> <li>– Burial ground regulations</li> <li>– Grants Policy</li> <li>– Training and development policy</li> <li>– Pre-applications Protocol</li> </ul>	<p>Website/ hard copy</p>	<p>Free / 10p per sheet + postage*</p>

– Grievance policy		
Privacy notice	Website/ hard copy	Free / 10p per sheet + postage*
Records management policies (records retention, destruction and archive)	Website/ hard copy	Free / 10p per sheet + postage*
Data protection policies	Website/ hard copy	Free / 10p per sheet + postage*
Schedule of charges (for the publication of information)	Website/ hard copy	Free / 10p per sheet + postage*
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets register	By Inspection	Free
Register of members' interests	Website: <a href="https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/caradon/caradon-community-network-town-and-parish-">https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/caradon/caradon-community-network-town-and-parish-</a>	Free

	<a href="http://councils/linkinhorne-parish-council/">councils/linkinhorne-parish-council/</a>	
Register of gifts and hospitality	By inspection	Free
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Website/ hard copy	Free / 10p per sheet + postage*
Burial grounds	Hard copy	10p per sheet + postage*
Parks, playing fields and recreational facilities	Hard copy	10p per sheet + postage*
Seating, litter bins, and memorials	Hard copy	10p per sheet + postage*
Bus shelters	Hard copy	10p per sheet + postage*

Public conveniences	Hard copy	10p per sheet + postage*
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/ hard copy	Free / 10p per sheet + postage*
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Please note: Additional charges relating to staff time may be incurred for archived information. Charges will be discussed at the time of application.

#### **SCHEDULE OF CHARGES**

All items marked \* are charged at cost – see below

The Parish magazine ‘The Link’ can be purchased for 20p at outlets in the parish or arranged to be delivered.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per A4 sheet	Actual cost to Parish Council
Disbursement cost	Postage & packaging	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post & packaging