

Information available from Carlyon Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council	Website	
Staffing structure	Website	10p
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	Website	
Finalised budget	Website	
Precept	Hard Copy	10p
Financial Standing Orders and Financial Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard Copy	10p
Members' allowances and expenses	Hard Copy /website	10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	
Parish Plan	Hard Copy/ website	£2.00 total
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
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)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to	Website	

the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	10p
Responses to consultation papers	Website/Hard Copy	10p
Responses to planning applications	Website	
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 Policy statements	Hard copy/ website Website	10p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: 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 Hard copy/ website	10p
Schedule of charges (for the publication of information)	Hard Copy/ website	10p
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Hard copy	10p
Register of members' interests	Website	
Register of gifts and hospitality	Hard copy	10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Parks, playing fields and recreational facilities	Hard Copy	10p
Litter and Salt Bins	Hard Copy	10p
Additional Information This will provide Councils with the opportunity to	Hard Copy	10p

publish information that is not itemised in the lists above		
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In addition the cost of postage will be added to the above charges

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ .10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (Data Protection Act 1998)

* the actual cost incurred by the public authority

This Scheme was adopted by Carlyon Parish Council on 21 September 2010