



# Perranzabuloe Parish Council

## Publication Scheme

Application for hard copy information must be made in writing to: Tatiana Cant, Clerk to Perranzabuloe Parish Council, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB or by email: [clerk@perranzabuloe-pc.gov.uk](mailto:clerk@perranzabuloe-pc.gov.uk) or phone: 01872 572727  
Some information may only be available by inspection at the Council Office.

<b><i>INFORMATION AVAILABLE</i></b>	<b><i>HOW THE INFORMATION CAN BE OBTAINED</i></b>
<p><b>Organisational Information – Who we are and what we do and how we do it</b></p> <p>There are 15 councillors on the Parish Council. Contact details for councillors Committee structures Standing Orders Contact details for the Clerk and the location of the offices and access details Organisational Structure</p>	<p>All of the information about the Council and Councillors is available on the web site and by hard copy</p>
<p><b>Financial Information – What we spend and how we spend it</b></p> <p>Current and previous financial year accounts Annual return form and report by auditor Finalised budget for current year Precept for current year Borrowing Approval letter for previous 3 years (if any) Financial Regulations Details of current contracts/orders awarded over £1000, and value of contract Members expenses Quarterly Income and Expenditure over budget Grants to voluntary, community and social enterprise sector</p>	<p>Hard copy Hard copy Web site &amp; hard copy Web site &amp; hard copy N/A Web site &amp; hard copy Hard copy Hard copy Web site &amp; hard copy Web site &amp; hard copy</p>

<b>INFORMATION AVAILABLE</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
<p><b>Strategies, plans, audits and reviews – what our priorities are and how we are doing</b></p> <p>Annual Report to Parish Local Plan Neighbourhood Plan (emerging – 2019)</p>	<p>Web site &amp; hard copy Hard copy/ viewed at Council office Linked on Web site</p>
<p><b>Decision Making Process – How we make decisions</b></p> <p>Timetable of meetings (including Council and committees) Agendas - Parish Council meetings, committee meetings Minutes – Parish Council meetings, committee meetings Reports to committees and council meetings Responses to consultation meetings Responses to planning applications and plans</p>	<p>Web site &amp; hard copy Noticeboard (current only), web site &amp; hard copy Web site &amp; hard copy Web site &amp; hard copy Hard copy Web site – in Planning Minutes &amp; hard copy</p>
<p><b>Policies and Procedures</b></p> <p>Standing Orders Committee terms of reference Code of Conduct Financial Regulations Other policies as detailed in Policy Schedule Schedule of charges for publication scheme (see below) Provision of services &amp; the employment of staff</p>	<p>Web site &amp; hard copy Web site &amp; hard copy Web site &amp; hard copy Web site &amp; hard copy Web site &amp; hard copy Web site &amp; hard copy Hard copy</p>

<b>INFORMATION AVAILABLE</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
<p><b>Lists and Registers</b></p> <p>Asset Register  Register of members' interests  Register of Gifts and hospitality</p>	<p>Web site &amp; hard copy  Hard copy and on Cornwall Council web site  On application to the Monitoring Officer at Cornwall Council</p>
<p><b>Other Information provided by the Parish Council:</b></p> <p>Parish Council Newsletter</p> <p><b>Services provided by the Parish Council</b></p> <p>Allotments: Lease agreement, list of annual rent, number on waiting list (emerging – 2019)  Seating, litter bins, memorial items, clocks, bus shelters</p>	<p>Under review</p> <p>Hard copy  Hard copy</p>

**Schedule of Charges** – this describes how the charges have been arrived at.

Information can be inspected at the Council Offices free of charge.

Information that can be photocopied, without breaching copyright laws can be copied on the Council's photocopier (hard copies)

Type of Charge	Description	Basis of Charge (the actual charge incurred by the council)
Disbursement cost	<b>Photocopying</b> -A4 @ 10p per sheet (black & white) - A4 @ 20p per sheet (colour) - A3 @ 20p per sheet (black & white) - A3 @ 30p per sheet (colour) If copying all above double sided cost +5p black & white +10p colour	A4 & A3 @ 7p (black & white) A4 & A3 @ 14p (colour)
	<b>Postage</b>	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

### Exempt Material

Personal information relating to Councillors (other than that required to be declared in the Members' Registration of Interests)

Personal information relating to employees

Tenders and bids from contractors and suppliers

**Note:** Data protection Legislation prohibits the publication of certain categories of information.

This council is complying with the Local Government Transparency Code 2015.