

LANTEGLOS by FOWEY PARISH COUNCIL

Model Publication Scheme – under the Freedom of Information Act, 2000, detail of the scheme follows. Please contact the Parish Clerk, Mrs Gillian Thompson, 12 Bonython Drive, Grampond, TR2 4RL, 01726-882145, clerk@lanteglosbyfowey.org.uk.

TITLE	DESCRIPTION	WHAT YOU MAY SEE	FORMAT/LINK
1. CONTACTS	Who we are	Who's who on the Council, including contact details	Hardcopy (charge will be made for photocopying) www.lanteglosbyfowey.co.uk
		Contact details for Parish Clerk	As above
		Register of Members' Interests	Link to Cornwall Council's website
2. AUDIT AND ACCOUNTS	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	Annual Statutory report by Auditor (internal and external) – available from 2014/15 financial year	Hardcopy (charge will be made for photocopying) www.lanteglosbyfowey.co.uk
		Finalised budget, including precept	As above
		Asset Register	As above
		Financial Regulations	As above
		List of current contracts awarded and value of contract	Contained in the Minutes
		Grants given and received	As above
		Members' allowances and expenditure – no allowance is claimed by Members of Lanteglos by Fowey Parish Council. Expenses are limited to repayment of purchases made on behalf of the PC.	As above

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TITLE	DESCRIPTION	WHAT YOU MAY SEE	FORMAT/LINK
3. PRIORITIES	Our priorities and how we are doing.	Parish Plan	www.lanteglosbyfowey.co.uk
		Annual Report to Parish Meeting	Covered by the Minutes of the Annual Parish Meeting
4. INTERNAL PRACTICE & PROCEDURE	Information covering how the Council works, including the decision making process.	Timetable of meetings	Hardcopy (charge will be made for photocopying) www.lanteglosbyfowey.co.uk
		Council Minutes and Agendas excluding information that is properly regarded as private to the meeting.	As above
		Standing Orders.	As above
		Responses to consultation papers	Contained in the Minutes
		Responses to planning applications	As above
5. POLICIES AND PROCEDURES	Current written protocols, policies and procedures for delivering our services and responsibilities.	Standing Orders	Hardcopy (charge will be made for photocopying) www.lanteglosbyfowey.co.uk
		Code of Conduct	As above
		Freed of Information Act – policy for handling requests for information	As above
		Statement of Internal Control	As above
		Risk Assessments	As above

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TITLE	DESCRIPTION	WHAT YOU MAY SEE	FORMAT/LINK
		Freedom of Information Act – policy for handling requests for information	Hardcopy (charge will be made for photocopying) www.lanteglosbyfowey.co.uk
		Freedom of Information Act – dealing with unreasonably persistent and/or vexatious complaints	As above
		Communications Strategy – <i>draft only</i>	As above
		Social Media Policy	As above
6. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Street Furniture – bus shelter; seating; etc. <i>Details incomplete</i>	As above
		Public conveniences – the PC manages the public WCs at Frogmore, St Saviours and The Quay. <i>Details incomplete</i>	As above
		Agency agreements – footpath cutting	As above

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 8p per sheet (black and white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority