



Information available from St MEWAN 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 will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard Copy/Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website	
Location of main Council office and accessibility details	Hard Copy/Website	
Staffing structure	Hard Copy	
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	(hard copy and/or website)	

Annual return form and report by auditor	Hard Copy/Website	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy/Website	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) Neighbourhood Plan	Hard Copy Hard Copy/Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/Website	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Website	
Agendas of meetings (as above)	Hard Copy/Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy/Website	
Responses to planning applications	Hard Copy	
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 Hard Copy/Website Hard Copy Hard Copy Hard Copy/Website Hard Copy/Website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Hard Copy Hard Copy Hard Copy/Website Hard Copy/Website Hard Copy/Website Hard Copy/Website	

Information security policy	Hard Copy	
Records management policies (records retention, destruction and archive)	Hard Copy	
Data protection policies/GDPR Privacy Notice/ Policy Statement	Hard Copy/Website	
Schedule of charges)for the publication of information)	Hard Copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	
Assets Register	Hard Copy	
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)	Hard Copy	
Register of members' interests	Hard Copy/Website	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Trewoon Allotments	Hard Copy	
Burial grounds and closed churchyards	n/a	
Village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Car Parks	Hard Copy	
Public conveniences	n/a	

Footpath agreements	Hard Copy	
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 Wendy Yelland
c/o Tre-Bethan
The Chase
Sticker
St Austell
PL26 7HL

E mail: clerk@stmewanparishcouncil.org.uk
Website: www.stmewanparishcouncil.org.uk

Telephone: 07727603448

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	At the discretion of the Parish Clerk based upon either the per sheet charge or a reasonable estimated cost.

	Photocopying @ 30p per sheet (colour)	At the discretion of the Parish Clerk based upon either the per sheet charge or a reasonable estimated cost.
	Postage	Actual cost of Royal Mail standard 2 nd class at the discretion of the Parish Clerk
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Re-Adopted: 11th May 2022

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