

Information available from St Austell Bay Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (price per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members	Website	
Staffing structure	Hard Copy/website	10p/free
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)		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and		

reviews)		
Parish Plan	Website	
Annual Report to Parish or Community Meeting	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
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 the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	10p
Responses to consultation papers	Hard Copy/Website	10p
Responses to planning applications	Hard Copy/Website	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Website	
Policies and procedures for the provision of services and about the	Hard Copy/website	10p

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/website	10p
Schedule of charges (for the publication of information)	Hard Copy/website	10p
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p
Assets Register	Hard Copy	10p
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	10p
Register of members' interests	Website (Cornwall Council)	10p
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)		
Public toilets, Salt Bins	Hard Copy	10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 and 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**