



Pentewan Valley Parish Council

Email: clerk@pentewanvalley-pc.gov.uk

Website: www.pentewanvalley-pc.gov.uk

| INFORMATION TO BE PUBLISHED | HOW TO OBTAIN THE INFORMATION | COST (PER SHEET) |
|--|--------------------------------------|-------------------------|
| Class 1 – Who we are and what we do. <i>(Organisational information, Structures, locations, and contacts).</i> | | |
| Who is who on the Council and its Committees | Website | |
| Contact Details for the Parish Clerk | Website Website/ Noticeboards | |
| Staffing structure | Website | |
| Class 2 – What we spend and how we spend it. <i>(information relating to projected and actual income, expenditure, procurement, contracts, and financial audit).</i> | | |
| Annual return form and report by auditor | Website | |
| Finalised budget | Website | |
| Precept | Website | |
| Standing Orders and Financial Regulations | Website | |
| Grants given and received | Website | |
| Members allowances and expenses | Website | |
| List of current contracts awarded and value of the contracts | Hard copy | 10p |
| Class 3 – What are our priorities and how we are doing <i>(Strategies, plans performance indicators, audits inspections and reviews)</i> | | |
| Parish Plan | Hard Copy | £2.00 |
| Annual Report | Website | |
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| Class 4 – How we make decisions (Decision making process and records of decisions). | | |
|---|-----------------------|-----|
| Timetable of meetings (Council, Committee, or sub committees) | Website | |
| Agendas for meetings | Website/ Noticeboards | |
| Minutes of meetings (Excluding Confidential business ¹) | Website | |
| Reports presented to Council meetings (see above) | Website/Hard copy | 10p |
| Responses to consultations 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) | | |
| <i>Policies and Procedures for the conduct of Council business:</i> Procedural Standing Orders | Website/Hard copy | 10p |
| Committee and sub-Committee terms of reference | Website/Hard copy | 10p |
| Delegated authority in respect of officers | Website/Hard copy | 10p |
| Code of Conduct | Website/Hard copy | 10p |
| Policy Statements | Website/Hard copy | 10p |
| <i>Policies and procedures for the provision of services and the employment of staff:</i> <i>(Internal policies relating to delivery of services)</i> | Hard copy | 10p |
| Recruitment policies (including current vacancies) | Hard copy | 10p |
| Requests for Information Policies | Website/Hard copy | 10p |
| Complaints Procedure (Including requests for Information) | Website/Hard copy | 10p |
| Schedule of Charges (for publication of information | Website/Hard Copy | 10p |

¹ Under section 1 (2) Public Bodies (Admissions to Meetings) Act 1060.

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|--|-------------------|-----|
| Class 6 – Lists and Registers | | |
| Any Publicity available register of list (if any are held this should be publicised; in most circumstances existing access provision 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) | N/A | |
| Register of Members interests | Website | |
| Register of Gifts and hospitality | Hard Copy | 10p |
| Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> | | |
| Car Parks | Hard Copy | 10p |
| Public Conveniences | Hard Copy | 10p |
| Street Furniture (Seating, litter bins, Salt bins) | Hard Copy | 10p |
| Bus Shelter | Hard Copy | 10p |
| Agency Agreements | Hard Copy | 10p |
| Services for which the council is entitled to recover a fee, together with those fees (e.g., car parking) | Website/Hard Copy | 10p |
| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |

N.B The cost of postage will be added to the above charges.

Contact Details:

Anne Barnes Clerk and RFO, Ashlyn House, Crown Road, Whitemoor, St Austell. PL26 7XH

T. 01726 823978 **Email:** Clerk@pentewanvalley-pc.gov.uk **Website.** <http://www.pentewanvalley-pc.gov.uk>

Parish Council Noticeboard locations:

Tregorrick Road junction of Bridgemoor close, London Apprentice, opposite the bus stop, Levalsa Meor lay by entrance to the car park on B3273 and Pentewan Village Square

N.B The noticeboards are for the use of charitable, voluntary, non-profit making organisations and clubs to publicise activities which are within or close to the parish boundary. General advertisements for business/commercial/private services or products will not be permitted.

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 charges |
|-----------------------|--|--|
| Disbursement | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Photocopying @ 20p per sheet (colour) | Actual Cost |
| | Postage | Actual cost of Royal Mail standard 2nd class. |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |