

St ENDELLION 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, 01726-884024, stendellionpc@gmail.com.

TITLE	DESCRIPTION	WHAT YOU MAY SEE	FORMAT/LINK
1. CONTACTS	Who we are	Who's who on the Council and its Committees, including contact details	Hardcopy www.stendellionpc.com
		Contact details for Parish Clerk and Council members.	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 2013/14 financial year	Hardcopy www.stendellionpc.com
		Finalised budget	As above
		Asset Register	As above
		Financial Regulations	As above
		Receipt/payment books, Receipt books of all kinds, Bank Statements from all accounts – available from 2013/14 financial year.	Hardcopy Personal inspection
		List of current contracts awarded and value of contract	Contained in the Minutes
		Grants given and received	As above

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3. PRIORITIES	Our priorities and how we are doing.	Parish Plan	www.stendellionpc.com
		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.	Council Minutes and Agendas excluding information that is properly regarded as private to the meeting.	Hardcopy www.stendellionpc.com
		Procedural Standing Orders.	As above
		Responses to consultation papers	Contained within the Minutes
		Responses to planning applications	See Cornwall Council's Online Planning Register
5. POLICIES AND PROCEDURES	Current written protocols, policies and procedures for delivering our services and responsibilities.	Standing Orders	Hardcopy www.stendellionpc.com
		Committee and Sub-committee terms of reference	As above
		Code of Conduct	As above
		Code of Conduct policy	As above
		Retention and Disposal Guidelines	As above
		Complaint Handling procedure	As above

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6. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Cemetery Rules and Regulations and fees	As above
		Bus shelter	Contained within the Minutes
		Public conveniences	As above
		Port Isaac Car park	As above
		Port Isaac playing field	As above