

Linkinhorne Parish Council Freedom of information publication Scheme 2019

Location of information:

Council office: 9 Highbury, Rilla Mill, Callington Cornwall, PL177PH.

Website: www.linkinhorneparish.co.uk

Email: Clerk@linkinhorneparishcouncil.gov.uk

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do		
Who's who on the Council	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*
Contact details for Parish Clerk and Council members	Website / hardcopy	Free / 10p per sheet + postage*
Location of main Council office and accessibility details	Website / hardcopy	Free / 10p per sheet + postage*
Staffing structure	Website / hardcopy	Free / 10p per sheet + postage*

Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy	10p per sheet + postage*
Finalised budget	Hard copy	10p per sheet + postage*
Precept (Transparency code)	Website / hardcopy	Free / 10p per sheet + postage*
Financial Standing Orders and Regulations	Website / hardcopy	Free / 10p per sheet + postage*
Grants given and received (transparency code)	Website / hardcopy	Free / 10p per sheet + postage*
List of current contracts awarded and value of contract	hardcopy	10p per sheet + postage*
Members' expenses	Hardcopy (minutes)	10p per sheet + postage*
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hardcopy	Free / 10p per sheet + postage*
Class 4 – How we make decisions		
Timetable of meetings (Council and and parish meetings)	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*
Agendas of meetings (as above)	Website/ hard copy/ noticeboards	Free / 10p per sheet + postage*

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/ hard copy	Free / 10p per sheet + postage*
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/ hard copy	Free / 10p per sheet + postage*
Responses to consultation papers	Website/ hard copy	Free / 10p per sheet + postage*
Responses to planning applications	Website - https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/ / hard copy	Free / 10p per sheet + postage*
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: – Procedural standing orders – Code of Conduct – Financial regulations – Statement of internal control	Website/ hard copy	Free / 10p per sheet + postage*
Policies and procedures for the provision of services and about the employment of staff: – Equalities policy – Risk management strategy – Complaints procedure – Health and safety policy – Burial ground regulations – Grants Policy – Training and development policy – Pre-applications Protocol – Grievance policy	Website/ hard copy	Free / 10p per sheet + postage*

Privacy notice	Website/ hard copy	Free / 10p per sheet + postage*
Records management policies (records retention, destruction and archive)	Website/ hard copy	Free / 10p per sheet + postage*
Data protection policies	Website/ hard copy	Free / 10p per sheet + postage*
Schedule of charges (for the publication of information)	Website/ hard copy	Free / 10p per sheet + postage*
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	By Inspection	Free
Register of members' interests	Website: https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/caradon/caradon-community-network-town-and-parish-councils/linkinhorne-parish-council/	Free
Register of gifts and hospitality	By inspection	Free
Allotments	Website/ hard copy	Free / 10p per sheet + postage*
Burial grounds	Hard copy	10p per sheet + postage*
Parks, playing fields and recreational facilities	Hard copy	10p per sheet +

		postage*
Seating, litter bins, and memorials	Hard copy	10p per sheet + postage*
Bus shelters	Hard copy	10p per sheet + postage*
Public conveniences	Hard copy	10p per sheet + postage*
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/ hard copy	Free / 10p per sheet + postage*
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Please note: Additional charges relating to staff time may be incurred for archived information. Charges will be discussed at the time of application.

SCHEDULE OF CHARGES

All items marked * are charged at cost – see below

The Parish magazine 'The Link' can be purchased for 20p at outlets in the parish or arranged to be delivered.

TYPE OF CHARGE	**DESCRIPTION**	**BASIS OF CHARGE**
Disbursement cost	Photocopying @ 10p per A4 sheet	Actual cost to Parish Council
Disbursement cost	Postage & packaging	Actual cost of Royal Mail standard 2nd class post & packaging

Date of review	**Reviewed by**	**Amendments**	**Minute number**
9th November 2026	Full Council	n/a	2026/60