



## **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](http://www.linkinhorneparish.co.uk)

Email: [Clerk@linkinhornepariscouncil.gov.uk](mailto:Clerk@linkinhornepariscouncil.gov.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
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*
<b>Class 2 – What we spend and how we spend it</b>		
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*

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hardcopy	Free / 10p per sheet + postage*
<b>Class 4 – How we make decisions</b>		
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 - <a href="https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/">https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/</a> / hard copy	Free / 10p per sheet + postage*

<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>– Procedural standing orders</li> <li>– Code of Conduct</li> <li>– Financial regulations</li> <li>– Statement of internal control</li> </ul>	<p>Website/ hard copy</p>	<p>Free / 10p per sheet + postage*</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>– Equalities policy</li> <li>– Risk management strategy</li> <li>– Complaints procedure</li> <li>– Health and safety policy</li> <li>– Burial ground regulations</li> <li>– Grants Policy</li> <li>– Training and development policy</li> <li>– Pre-applications Protocol</li> </ul>	<p>Website/ hard copy</p>	<p>Free / 10p per sheet + postage*</p>

– Grievance policy		
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*
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets register	By Inspection	Free
Register of members' interests	Website: <a href="https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/caradon/caradon-community-network-town-and-parish-">https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/caradon/caradon-community-network-town-and-parish-</a>	Free

	<a href="http://councils/linkinhorne-parish-council/">councils/linkinhorne-parish-council/</a>	
Register of gifts and hospitality	By inspection	Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
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*
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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 2 <sup>nd</sup> class post & packaging