

## Information available from Lewannick Parish Council under the Model Publication Scheme

Information to be Published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	Lewannick Parish Council <a href="http://www.lewannickpc.org.uk">www.lewannickpc.org.uk</a>
<ul style="list-style-type: none"> <li>Council Structure</li> </ul>	This information is detailed on the Parish Council's website and available from the Clerk's Office
<ul style="list-style-type: none"> <li>Staffing Structure</li> </ul>	Detailed on the Parish Council's website
<ul style="list-style-type: none"> <li>Location of Council Office and accessibility details</li> </ul>	The Clerk, The Firs, Lower Metherell, Callington, Cornwall PL17 8BJ
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
<ul style="list-style-type: none"> <li>Statement of Accounts and Annual Governance Report</li> </ul>	This information is uploaded on to the Parish Council's website and made available for public inspection in accordance with Accounts and Audit Regulations
<ul style="list-style-type: none"> <li>Annual Statutory Report by Auditor</li> </ul>	This information is posted on the Parish Council's website
<ul style="list-style-type: none"> <li>Members allowances and expenses</li> </ul>	This information is detailed as a note in the Statement of Account above and advertised as required by legislation
<ul style="list-style-type: none"> <li>Financial Standing Orders and Regulations</li> </ul>	Copies of these documents are posted on the Parish Council's website
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<ul style="list-style-type: none"> <li>Annual Report</li> </ul>	This document can be downloaded from the Parish Council's website Hard copies are also available from the Clerk's Office
<ul style="list-style-type: none"> <li>Responses to Consultation papers</li> </ul>	These documents will be available on deposit to the Clerk's Office
<b>How we make decisions</b> (Decision making processes and records of decisions)	
<ul style="list-style-type: none"> <li>Timetable of meetings</li> </ul>	This information is posted on the Parish Council's website
<ul style="list-style-type: none"> <li>Agendas</li> </ul>	Agendas for Council Meetings will be posted on the website and the Parish Notice Boards situated in Lewannick and Polyphant Villages
<ul style="list-style-type: none"> <li>Minutes of Full Council Meetings (excluding information that is properly regarded as private to the meeting)</li> </ul>	Draft minutes will be posted on the parish Council's website as soon as reasonably possible after a meeting. Hard copies will be available from the Clerk on application

<ul style="list-style-type: none"> <li>• Responses to Planning Applications</li> </ul>	These are detailed in the Minutes which will be posted on the Parish Council's website and also available on the Cornwall Council's website, Planning Portal
<ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> </ul>	The Parish Council's Standing Orders are posted on its website
<ul style="list-style-type: none"> <li>• Members' Registers of Interest</li> </ul>	This document can be viewed on Cornwall Council's website and is available for inspection on application to the Clerk
<p><b>Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<ul style="list-style-type: none"> <li>• Policies and Procedures for the Conduct of Council Business</li> </ul>	This information is contained within the Parish Council's Standing Orders and posted on the Council's website
<ul style="list-style-type: none"> <li>• Policies and Procedures about the employment of staff</li> </ul>	The Parish Council's Equal Opportunities Policy is available on the Council's website
<p><b>Lists and Registers</b> (Any information we are currently legally required to hold in publicly available registers)</p>	
<ul style="list-style-type: none"> <li>• Any publicly available register or list</li> </ul>	These documents will be available on deposit with the Clerk
<ul style="list-style-type: none"> <li>• Lists of assets</li> </ul>	This information is available on the Parish Council's website
<p><b>The Services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (Details of the services for which we are entitled to recover a fee together with those fees)</p>	<ul style="list-style-type: none"> <li>• Seating, Litter Bins</li> <li>• Bus Shelters</li> <li>• Agency Agreements</li> </ul>
<p><b>Additional Information</b></p> <p>Lewannick Parish Council is committed to Freedom of information. Requests for information other than the broad classes of information which will routinely be made available to the public as detailed above should be addressed to:</p> <p>The Clerk Lewannick Parish Council The Firs Lower Metherell Callington Cornwall PL17 8BJ Telephone: 01579 350962 Email: <a href="mailto:clerk@lewannickpc.org.uk">clerk@lewannickpc.org.uk</a></p>	

Most of this information can be downloaded free of charge from Lewannick Parish Council's website: [www.lewannickpc.org.uk](http://www.lewannickpc.org.uk)

Other information can be viewed free of charge at the above address upon application to the Clerk

One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of Lewannick Parish, for collection from the Clerk

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost of 10p per sheet (black and white) or 30p per sheet (colour) and the cost of Royal Mail 2<sup>nd</sup> class postage.

In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of officer time (administration – currently charged at £10 per hour), photocopying and postage of complex and archived material.

#### **Review**

This document will be reviewed regularly and amended as necessary

#### **Alternative Formats**

Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request to the Clerk, by telephoning 01579 350962 or emailing: [clerk@lewannickpc.org.uk](mailto:clerk@lewannickpc.org.uk)

#### **Details of Exclusions**

Person Records e.g. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the data Protection Act 1998

All commercially sensitive information e.g quotations and tenders, loan documents and insurance policies. With regard to quotations and tenders, this information will be treated as confidential to ensure that the whole tender process is fair. If tender information is released to a third party prior to the end of a tender period those who initially submitted tenders could be undercut and unfairly disadvantaged.

Any information request for documents that contain personal data or information that can identify a person/s.

*Adopted by Lewannick Parish Council, 17<sup>th</sup> December 2019, Minute item 10 i) refers.*