**St Day Parish Council**

**Information available from the Parish Council under the**

**Model Publication Scheme** Information from the website can be downloaded free of charge, hard copies are available on application to the Parish Clerk.

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations & contacts) |  |  |
| Who's who on the Parish Council & its committees | Website | Free |
| Contact details for the Parish Clerk and Councillors | Website | Free |
| **Class 2 - What we spend and how we spend it**  (Financial information relating to projected and actual income & expenditure, procurement, contracts & financial audit) |  |  |
| Current year | Website | Free |
| Previous years | Website/hard copy | Free/10p per sheet |
| Annual return form & report by auditor | Website | Free |
| Finalised budget | Website | Free |
| Precept | Website | Free |
| Financial standing orders & regulations | Website | Free |
| Grants given & received | Website | Free |
| List of current contracts awarded & value of contracts | Hard copy | 10p per sheet |
| Members' allowances & expenses | Hard copy | 10p per sheet |
| **Class 3 - What our priorities are and how we are doing**  (Strategies & plans, performance indicators, audits, inspections & reviews) |  |  |
| Parish plan | Hard copy | Free |
| Annual reports to the Parish Meeting | Hard copy | 10p per sheet |
| **Class 4 - How we make decisions**  (Decision making processes & records of decisions) |  |  |
| Timetable of meetings (Full Council, committee & Parish Meetings) | Hard copy | 10p per sheet |
| Agendas of meetings | Website | Free |
| Minutes of meetings | Website/notice board | Free |
| Reports presented to Council meetings | Hard copy | 10p per sheet |
| Responses to planning applications | Website | Free |
| **Class 5 - Our policies & procedures**  (Current written protocols, policies & procedures for delivering our services & responsibilities)  Current information only |  |  |
| Policies & procedures for the conduct of Council business:  Standing orders  Committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Website  Hard copy  Hard copy  Website  Website | Free  10p per sheet  10p per sheet  Free  Free |
| **Class 6 - Lists and registers**  (Currently maintained lists & registers only) |  |  |
| Assets register | Hard copy | 10p per sheet |
| Register of members' interests | Hard copy | 10p per sheet |
| Register of gifts & hospitality | Hard copy | 10p per sheet |
| **Class 7 - The services we offer**  (Information about the services we offer, including leaflets, guidance & newsletters produced for the public & businesses. Current information only) |  |  |
| Burial grounds & closed churchyards | Website | Free |
| Seating | Hard copy | 10p per sheet |
| Bus shelters | Hard copy | 10p per sheet |
| Public conveniences | Hard copy | 10p per sheet |
| Agency agreements | Hard copy | 10p per sheet |

**Contact details:** Steve Edwards,

Clerk to St Day Parish Council,

Kinsmans Barns,

Mt Pleasant,

St Day,

Redruth,

TR16 5NB.

Tel: 01209 821829

Mobile: 07754 172 852

Email: stdaypc@gmail.com