

Information available from Kenwyn Parish Council under the model publication scheme

<i>Information to be published</i>	<i>How the information can be obtained</i>	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy Website	
Who’s who on the Council and its Committees	Website Hard Copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number/email address)	Website Hard Copy	Free 10p/sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy Website	
Annual return form and report by auditor	Website Hard Copy	Free 10p/sheet
Finalised budget	Website Hard Copy	Free 10p/sheet
Precept		
Financial Standing Orders and Regulations	Website Hard Copy	Free £3
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/Sheet
Member’s allowances & Expenses	N/A	

Information available from Kenwyn Parish Council under the model publication scheme

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, auditors, inspections and reviews)	Hard copy Website	
(Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	Website Hard Copy	
Timetable of meetings (Council, any committee, sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/sheet
Agendas of meetings – as above	Website Hard Copy	Free 10p/sheet
Minutes of meetings – as above Nb. This will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p/sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p/sheet
Responses to consultation papers	Website Hard Copy	Free 10p/sheet
Responses to planning applications	Website Hard Copy	

Information available from Kenwyn Parish Council under the model publication scheme

Class 5 – Our policies and procedures (Current written protocols and procedures for delivering our services and responsibilities) Current information only	Hard Copy Website	
Policies and procedures for the conduct of council business - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers	Standing Orders Financial Regulations	
- Code of Conduct	Hard Copy Website	Free 10p/sheet
- Policy statements	Hard Copy Website	Free 10p/sheet
- Data protection policies	Hard Copy Website	Free 10p/sheet

Class 6 – Lists and Registers Current maintained lists and registers only	Hard copy Website (some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Asset Register	Hard Copy	10p/sheet
Registers of member’s interests	Hard Copy	10p/sheet
Register of gifts and hospitality	N/A	

Class 7 – The Services we offer	Hard Copy Website	
--	----------------------	--

Information available from Kenwyn Parish Council under the model publication scheme

(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection) Current information only	
Community centres Village Halls	Hard Copy	10p/sheet
Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins	Hard Copy	10p/sheet
Bus Shelters	Hard Copy	10p/sheet
Markets	N/A	
Public Conveniences	N/A	
Agency Agreements	Hard Copy	10p/sheet
A Summary of services for which the council is entitled to recover a fee together with those fees (e.g. burial fees)	Website Hard Copy	Free 10p/sheet

Additional Information – This will provide Councils with the opportunity to publish information that is not itemised in the lists below		
--	--	--

Contact Details:

Karen Harding
Clerk to the Council

1 Nancevallon
Higher Brea
Camborne
Cornwall
TR149DE

01209 610 250
Email: clerk@kenwynparishcouncil.gov.uk

Information available from Kenwyn Parish Council under the model publication scheme

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide

Type of Charge	Description	Basis of Charge
Disbursement Charge	Photocopying @ 10p per sheet (black and white)	*Actual charge
	Postage	Actual cost of a Royal Mail 2 nd class stamp
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

**The actual cost incurred by the public authority*