

### Information available from St Just-in-Penwith Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy Website	10p a sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	10p a sheet Free
Location of main Council office and accessibility details	Hard copy Website	10p a sheet Free
Staffing structure	Hard copy	10p a sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Hard copy and website	10p a sheet
Finalised budget	Hard copy and website	10p a sheet

Precept	Hard copy	10p a sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy Website	10p a sheet None
Grants given and received	Hard copy	10p a sheet
List of current contracts awarded and value of contract	Hard copy	10p a sheet
Members' allowances and expenses	Hard copy Website	10p a sheet None
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p a sheet None
Quality status	Not yet accredited.	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	10p a sheet None
Agendas of meetings (as above)	Hard copy Website	10p a sheet None
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p a sheet None

Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p a sheet None
Responses to consultation papers	Hard copy Website	10p a sheet None
Responses to planning applications	Hard copy	10p a sheet
Bye-laws	Hard copy	10p a sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy & Website	10p a sheet None
Committee and sub-committee terms of reference	Hard copy & Website	10p a sheet None
Delegated authority in respect of officers	Hard copy & Website	10p a sheet None
Code of Conduct	Hard copy	10p a sheet
Policy statements	Hard copy & Website	10p a sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services Equality and Diversity Policy	Not available at present	

Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Not available at present n/a Hard copy Hard copy Website	10p a sheet None
Information Security Policy	Not available at present	
Records Management Policies (records retention, destruction and archive)	Not available at present	
Data Protection Policies	Not available at present	
Schedule of charges )for the publication of information)	Not available at present	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or 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)	Hard copy	
Assets Register	Hard copy	10p a sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of Members' Interests	Hard copy	10p a sheet
Register of Gifts and Hospitality	Hard copy	10p a sheet
<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	In progress	
Burial grounds and closed churchyards	n/a	

Community Centres and Village Halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p a copy
Bus Shelters	Hard copy	10p a copy
Markets	n/a	
Public Conveniences	n/a	
Agency Agreements (LMP Footpath Contract)	Hard copy	10p a sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact Details:**

Elaine Baker  
 Town Clerk  
 Council Offices  
 1 Chapel Street  
 St Just  
 Penzance  
 TR19 7LS  
 Tel / Fax 01736 788412

Email: [townclerk@stjust.org](mailto:townclerk@stjust.org) or [info@stjust.org](mailto:info@stjust.org)

**SCHEDULE OF CHARGES**

The Council has approved the following charges but, agreed in the interests of openness and transparency, it will waive charges for the time being.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation.
<b>Other</b>		

\* the actual cost incurred by the public authority