



The Vestry Rooms
 25 Fore Street
 St Erth TR27 6HT
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 Website: www.sterth-pc.gov.uk

Publication Scheme

Information to be published	How obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	Website Hard copy	Free 10p a sheet
Contact details for Parish Clerk and Council members (named contacts with email address)	Website Hard copy	Free 10p a sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p a 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		
Annual return form and report by auditor	Website Hard copy	Free 10p a sheet
Finalised budget	Website Hard copy	Free 10p a sheet
Precept	Website Hard copy	Free 10p a sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p a sheet

Grants given and received	Website Hard copy	Free 10p a sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p a sheet
Members' allowances and expenses	Website Hard copy	Free 10p a sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 10p a sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p a sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p a sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p a 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 a 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 a sheet
Responses to consultation papers	Website Hard copy	Free 10p a sheet
Responses to planning applications	Website Hard copy	Free 10p a sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
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 Code of Conduct Policy statements	Website Hard copy	Free 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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p a sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p a sheet
Data Protection policies	Website Hard copy	Free 10p a sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p a sheet
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (some information may only be available for inspection)</p>		
Assets Register	Website Hard copy	Free 10p a sheet
Register of members' interests	Website Hard copy	Free 10p a sheet
Register of gifts and hospitality	Website Hard copy	Free 10p a sheet

Class 7 – The services we offer (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		
Allotments	Website Hard copy	Free 10p a sheet
Burial grounds and closed churchyards	Website Hard copy	Free 10p a sheet
Community centres and village halls	Website Hard copy	Free 10p a sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p a sheet
Seating, litter bins, clocks, memorials, bus shelters and lighting	Website Hard copy	Free 10p a sheet
Public conveniences	Website Hard copy	Free 10p a sheet
Agency agreements	Website Hard copy	Free 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)	Website Hard copy	Free 10p a sheet

Contact Details – Fiona Drew, Clerk to St Erth Parish Council, The Vestry Rooms, 25 Fore Street, St Erth TR27 6HT

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 cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee		In accordance with legislation as determined by statute

* the actual cost incurred by the public authority

This document has been adopted by the Parish Council at the meeting held on 23rd March 2021 under minute reference 254/20-21bii)