



Information available from Gwinear-Gwithian Parish Council under the Model Publication Scheme

Please note 'schedule of charges' which can be found at the bottom of this document

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Gwinear-Gwithian Parish Council website - www.ggpc.org.uk
Council structure	This information is detailed on the council's website along with contact details for all councillors.
Staffing structure	Detailed on the council's website.
Location of council office and accessibility details	This information is detailed on the council's website and available from the council offices.
Contact details of parish clerk	This information is detailed on the council's website along with contact details for all council officers.
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)	
Statement of Accounts and Annual Governance Report	This information is on the council's website and made available for public inspection in accordance with the Accounts and Audit Regulations.
Annual Statutory Report by Auditor	This information is posted on the council's website.

Annual budget & precept to be raised	This information is posted on the council's website.
Members allowances and expenses	This information is detailed as a note in the Statement of Account above and advertised as required by legislation.
Standing Orders and Financial Regulations	Copies of these documents are posted on the council's website.
Grants given and received	This information is posted on the council's website.
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Available to download from the council's website (large content) Copies of the Parish Plan are available to view at the council offices and are available to take away on CD from the council office.
Neighbourhood Planning	Information on the Neighbourhood Plan can be found on the council's website.
Chairman's Annual Report	This information is posted on the council's website and is presented at the parish annual meeting which takes place on the second Monday in April each year (contact clerk for location details).
Class 4 - How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings	This information can be found on the council's website.
Agendas	Agendas for council meetings and the standing committees will be posted on the website and on notice boards.
Responses to planning applications	These are detailed in the Minutes which will be posted on the council's website.
Minutes of full council and standing committee meetings	Once approved by council, minutes of these meetings will be posted on the council's website and available from the council offices.

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business	This information is contained within the council's Standing Orders and Code of Conduct and these are posted on the council's website.
Policies and procedures for the provision of services	This can be found within the parish council's Financial Regulations which are available on the council's website.
Policies and procedures about the employment of staff	The council's HR policies are available at the council's office.
Policies and procedures for the provision of services	This can be found on the council's website, some information may only be available by inspection at the council offices.
Schedules of charges (for the publication of information)	This can be found on the council's website.
Class 6 - Lists and Registers (Any information we are currently legally required to hold in publicly available registers)	
Any publicly available register or list	These documents will be available on deposit in the council offices.
List of assets	This information is available at the council offices.
Members' Register of Interests	This information is available via the website.
Class 7 - The Services we offer (Information about the services we offer, 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)	
Details of the services for which we are responsible: <ul style="list-style-type: none"> • Allotments • Cemetery 	Details of services can be found on the council's website. Some information may only be available by inspection at the council offices.

<ul style="list-style-type: none"> • Local Nature Reserve • Parks and open spaces • Seating, litter bins and dog bins • Bus shelters • Agency agreements 	
Services for which the council is entitled to recover a fee (e.g. burial fees)	Details of services can be found on the council's website.

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Postage	Actual cost of Royal Mail standard 1st class (if deemed urgent)

* the actual cost incurred by the public authority

Contact details:

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