

Clerk to the Council: Mrs C Wilson
Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ
clerk@luxulyanpc.co.uk | 01208 831 283 | 07543 427 141 | www.luxulyanpc.co.uk

Luxulyan Parish Council's Publication Scheme

In accordance with the Model Publication Scheme template for Parish Councils from the Information Commissioner's Office (ICO).

Adopted by the council in October 2008 and reviewed each July. Reviewed without change July 2016.

Queries and requests should be made to the Clerk and information requested in hard copy will be made available at cost.

SCHEDULE OF CHARGES:

10p per black & white A4 copy. Colour copies are not available.

Postage and packaging at cost. Royal Mail 2nd class post unless otherwise requested.

Within any fiscal year, the first fee under £1.00 is free for any resident of the parish.

When required, larger copies or recorded copies can be made for the sight impaired at no extra cost.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do.	
Who's who on the Council and its Committees.	webpages: <i>Councillors and Committees</i> , parish magazine, and parish notice boards
Location of main Council office and accessibility details	
Staffing structure	

Class 2 – What we spend and how we spend it.

Annual Return form and reports by auditors	webpage: <i>Council Accounts</i>
Finalised budget	webpage: <i>Council Accounts</i>
Precept	webpage: <i>Council Accounts</i>
Financial Standing Orders and Regulations	webpage: <i>Council Policies</i>
Grants given and received	hard copy
List of current contracts awarded and value of contract	hard copy

Class 3 – What our priorities are and how we are doing

Parish Plan, published Jan 2005	webpage: <i>Council Policies</i>
Luxulyan Neighbourhood Plan documents (in development stage)	webpage: <i>Neighbourhood Plan</i>
Chairman's Annual Report to Parish Meeting	webpage: <i>Meetings, Agendas & Minutes</i>
Local Council Award Scheme	in progress

Class 4 – How we make decisions

Timetable of Parish Council Meetings and Parish Meetings	webpage: <i>Meetings, Agendas & Minutes</i>
Agendas & Minutes of all ordinary and extraordinary meetings	webpage: <i>Meetings, Agendas & Minutes</i>
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	webpage: <i>Meetings, Agendas & Minutes</i>
Responses to planning applications (consultee comments) are within the minutes of the meeting in which it was decided.	webpage: <i>Meetings, Agendas & Minutes</i>
Responses to consultations	hard copy

Class 5 – Our policies and procedures

Policies and procedures for the conduct of council business:

Standing orders	webpage: <i>Council Policies</i>
Code of Conduct	webpage: <i>Council Policies</i>
Grant Awarding Policy	webpage: <i>Council Policies</i>
Records management policies (records retention, destruction and archive)	hard copy
Information security & data protection policy	webpage: <i>Council Policies</i>
Other Policies	webpage: <i>Council Policies</i>

Policies and procedures for the provision of services:

Publication scheme & Information Requests	webpage: <i>Council Policies</i>
Schedule of charges for information requests (see page 1 of this document)	webpage: <i>Council Policies</i>
Complaints procedures	webpage: <i>Council Policies</i>

Policies and procedures about the employment of staff

Equality and diversity policy	webpage: <i>Council Policies</i>
Health and safety policy	webpage: <i>Council Policies</i>

Class 6 – Lists and Registers

Assets register	webpage: <i>Council Accounts</i>
Disclosure log (indicating the information that has been provided in response to requests)	hard copy
Register of members' interests	webpage: <i>Councillors</i>

Class 7 – Information about the services we offer

Grit bins	webpage: <i>Grit Bins</i> , parish magazine and notice boards
Sand bags	parish magazine and notice boards
Public conveniences	hard copy
Agency agreements	hard copy
Luxulyan Cemetery (Exclusive Right of Burial – details and fees)	hard copy
Additional Information not itemised by the ICO template published by Luxulyan Parish Council on — www.luxulyanpc.co.uk	
Budget vs Payments figures for 1st 6 months, and for Year-end	webpage: <i>Council Accounts</i>
List of all payments for the fiscal year, showing recoverable VAT	webpage: <i>Council Accounts</i>
Good Citizen of the Year for Luxulyan Parish – including procedure and nomination form	webpage: <i>Good Citizen of the Year</i> , notice boards, and parish magazine
Granite Towers Parish Magazine, contact details for editors	webpage: <i>Granite Towers</i>
Local Business directory for the parish and its surrounds	webpage: <i>Local Businesses</i>
Luxulyan Memorial Institute, information about bookings	webpage: <i>Luxulyan Memorial Institute</i>
Draft Minutes - uploaded within 14 days of the meeting	webpage: <i>Meetings, Agendas & Minutes</i>
Notices – public events, notices and information for the area	webpage: <i>Notices</i>
Parish Highways – road closures and planned works	webpage: <i>Parish Highways</i>
Parish Planning – chronological list of parish planning applications and decisions, including important applications from neighbouring parishes.	webpage: <i>Parish Planning</i>
Useful Links – for Local groups, bus schedules, flooding, health, online reporting forms for Cornwall Council	webpage: <i>Useful Links</i>