

Probus Parish Council Freedom of Information

Information available from Probus Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	All available information mentioned below can be obtained from the Parish Clerk. Website address where mentioned is: www.probuspc.gov.uk	
Who's who on the Council and its Committees	Hardcopy, email, website	10p per page + pp
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Parish Clerk: Mrs Amanda Kendall, Foxleigh, Treviglas Lane, Probus, Truro TR2 4LH. Tel 01726 883614 email probuspc@gmail.com	Hardcopy, email, website	10p per page + pp

Location of main Council office and accessibility details: Foxleigh, Treviglas Lane, Probus, TR2 4LH.		
Staffing structure Part time clerk, part time litter-picker & part time toilet cleaner.		
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, Probus Parish Council Annual Accounts.	Hard copy, E-mail (for electronically available documents) and website	10p per page + pp
Annual return form and report by auditor	Website, email, hardcopy.	10p per page + PP
Finalised budget- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Precept- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website, email, hardcopy.	10p per page + PP

Grants given and received- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
List of current contracts awarded and value of contract- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
Members' allowances and expenses- Recorded in minutes	Website, email, hardcopy.	10p per page + PP
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Website, email, hardcopy.	10p per page + PP
Parish Plan (current and previous year as a minimum). Currently consulting on Neighbourhood Development Plan.	Website, email, hardcopy.	10p per page + PP
Annual Report to Parish or Community Meeting (current and previous year as a minimum)- this is delivered to every household in the Parish free of charge.	Website, email, hardcopy.	10p per page + pp
Quality status	Website, email, hardcopy	10p per page + pp

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum- Recorded in minutes	Website, email, hardcopy.	10p per page + pp
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, email, hardcopy.	10p per page + pp
Agendas of meetings (as above)	Website, email, hardcopy.	10p per page + pp
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email, hardcopy.	10p per page + pp
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email, hardcopy.	10p per page + pp
Responses to consultation papers	Email, hardcopy	10p per page + pp
Responses to planning applications	Email, hardcopy, Cornwall Council website.	10p per page + pp
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website, email, hardcopy.</p>	<p>10p per page + pp</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website, email, hardcopy.</p>	<p>10p per page + pp</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy 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)</p>	<p>Hard copy, e-mail and some on website</p>	<p>10p per page + pp</p>

Records management policies (records retention, destruction and archive)	Hard copy, e-mail.	10p per page + pp
Data protection policies – as per Data Protection Act requirements		
Schedule of charges (for the publication of information) As documented in this publication		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by Inspection	10p per page + pp
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Cornwall Council	10p per page + pp
Assets register	Email, hardcopy	10p per page + pp
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)		
Register of members' interests	Inspection, Cornwall Council website.	10p per page + pp
Register of gifts and hospitality	Inspection, email, hardcopy.	10p per page + pp

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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards Probus Cemetery, Ladock Road, Probus.	Website, email, inspection.	
Community centres and village halls Trustees Probus Village Hall.		
Parks, playing fields and recreational facilities Trustees Probus Playing Field Owners Probus Play Area & MUGA		
Seating, litter bins, clocks, memorials and lighting	Email, hardcopy	10p per page + pp
Bus shelters Own 4 Bus Shelters		
Public conveniences Tregony Road, Probus		
Agency agreements Verge maintenance and Churchyard	Email, hardcopy.	10p per page + pp

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email, hardcopy	10p per page + pp
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Parish Clerk
Mrs Amanda Kendall
Foxleigh
Treviglas Lane
Probus
TR2 4LH

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 @ 25p per sheet (colour)	Actual cost*
	Postage Actual cost at time of posting.	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority