



## Information available from Sheviock Parish Council under the Freedom of Information Act model publication scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  <b>Sheviock Parish Council, Local Authority</b>	<a href="http://www.sheviockparish.org.uk">www.sheviockparish.org.uk</a> Tel 01503 232996 Email: <a href="mailto:sheviockpc@btinternet.com">sheviockpc@btinternet.com</a>	10p per A4 sheet black and white. 20p per A4 sheet if colour. Plus actual postage costs. Or free if electronic version is available to view/download from the parish website direct or can be emailed.
List of Council members and their responsibilities as well a list of Council Committees. Contact details for Parish Clerk and Council members  Details of any representation on local public bodies	Hard copy or on the website "contact us" page.	10p per A4 sheet black and white 20p per sheet if colour. Plus actual postage costs. Or free if electronic version is available to view/download from the parish website direct or can be emailed.

Postal and email address  Contact details for Parish Clerk and Council members	Sheviock Parish Council, The Bill Warren Room, Sheviock Memorial Hall, Crafthole, Cornwall PL11 2EQ. email <a href="mailto:sheviockpc@btinternet.com">sheviockpc@btinternet.com</a> Tel: 01503 232996 Website <a href="http://www.sheviockparish.org.uk">www.sheviockparish.org.uk</a>	10p per A4 sheet black and white 20p per sheet if colour. Plus actual postage costs. Or free if electronic version is available to view/download from the parish website direct or can be emailed.
Staffing structure	1 x part time Clerk and RFO managing: 1 x part time maintenance person. 1 x part time cleaner. 1 x part time Enforcement Officer.	
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	10p per A4 sheet black and white 20p per sheet if colour. Plus actual postage costs. Or free if electronic version is available to view/download from the parish website direct or can be emailed.
Statement of accounts and internal audit report in the format included in the Annual Return form	hard copy or website)	
Finalised budget	Hard copy	
Precept	hard copy or website)	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Detailed on monthly published minutes. Hard copy or website	
Financial Standing Orders and	Hard Copy or Website	

Regulations		
Grants given and received	Hard copy or published on monthly minutes on website	
List of current contracts awarded and value of contract	Hard copy	
Members' expenses	Expenses published on monthly minutes (noticeboards and website or hard copy or on website)	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy or website	
Parish Plan	Hard copy or website	
Annual Report to Parish or Community Meeting	Hard copy or website within minutes of either Annual Parish meeting or Annual meeting of Sheviack Parish Council. Also within the Parish Newsletter issued/delivered free to residents in the parish.	
Quality status	N/A	
<b>Class 4 – How we make decisions</b>	(hard copy or website)	

(Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council meetings generally held on the 2 <sup>nd</sup> Monday of the Month at 7pm in the Sheviack Memorial Hall, Crafhole. No meeting in August. Please check notice boards and website or confirmation of meeting date/time	
Agendas of meetings (as above)	Published on website and noticeboards	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Published on website and noticeboards	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	copy from office if data classification permits	50p per A4 page Or free if electronic version available and can be sent via email.
Responses to consultation papers	copy from office if data classification permits	50p per A4 page. Or free if electronic version available and can be sent via email
Responses to planning applications	Available from the Parish Council Office, the, Parish Council website within the minutes. Cornwall Council planning portal.	
Bye-laws  Public space protection order Seasonal Dog beach ban	Can be viewed on Parish website or Cornwall Council website.	
<b>Class 5 – Our policies and</b>	(hard copy or website)	

<p><b>procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Documents are available from the Parish Council Office, the Parish Council website.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Contact parish office</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Contact office</p>	
<p><b>Class 6 – Lists and Registers</b></p>	<p>(hard copy or website; some</p>	

Currently maintained lists and registers only.	information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Contact office	
Assets register, including details of public land and building assets	Parish Council office or website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Kept in office.	
Register of members' interests	Parish Council office or Parish website Cornwall Council website	Electronic version from website free.
Register of gifts and hospitality	Published in minutes on website and notice board	
<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	N/A	
Burial grounds and closed churchyards	N//A	
Community centres and village halls	N/A (Run by Memorial Hall committee separate charity.	
Parks, playing fields and recreational facilities (Shevioc Play park and Open Space, Crafhole).	Parish Council office	
Seating, litter bins, clocks, memorials	Parish Council office	

and lighting		
Bus shelters	Parish Council office	
Markets	n/A	
Public conveniences Portwrinkle	Parish Council office	
Portwrinkle seafront Car Park	Parish website and Parish council office	
Seasonal dog ban on Harbour and Harbour beach plus Public spaces protection Order. All public spaces including Crafhole Playpark	Parish Council Office. Signage in place at beach and park. Enforcement officer monthly report on Parish website. Cornwall Council website	
Agency agreements. Grass cutting SLA Cornwall Council Footpath cutting SLA Cornwall Council Parking Enforcement SLA Cornwall Council	Parish Council office	
Services for which we are entitled to recover a fee and details of those fees. Portwrinkle seafront Car Park	Parish website and Parish council office and signage in place at Car Park	
<b>Additional Information</b>  Information not itemised in the lists above		

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @20per sheet (colour)	Actual cost
	Postage. Cost of royal mail 2 <sup>nd</sup> class	Actual cost of Royal Mail standard 2 <sup>nd</sup>

	stamp and envelope	class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred