

St Buryan Lamorna Paul Parish Council

FREEDOM OF INFORMATION PUBLICATION SCHEME

INTRODUCTION

This publication scheme commits St Buryan, Lamorna, Paul Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme Commits St Buryan, Lamorna, Paul Parish Council

- To proactively publish, or otherwise make available as a matter of routine, information including environmental information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act

CLASSES OF INFORMATION

- 1. Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Council.

The Services We Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The Method By Which Information Published Under This Scheme Will Be Made Available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges Which May Be Made For Information Published Under This Scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying

- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they:

- are legally authorised,
- are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and
- are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Appendices

Appendix 1 Information available and methods of publication
Appendix 2 Schedule of Charges

Contact Details

Clerk & RFO
Email: clerk@stburylanlamorna-pc.gov.uk
Tel: 07756 991696

Approved and adopted by Council on 20th April 2026

Due for review when advised by ICO

Appendix 1 Information Available And Methods Of Publication

Information To Be Published	How Obtained?
WHO WE ARE AND WHAT WE DO	
Who's who on the Council and its Committees	Website/Hard copy/ noticeboards
Contact details for Parish Clerk and Council members (named contacts with email address)	Website/Hard copy/ noticeboards
Location of main Council office and accessibility details	Not applicable
Staffing structure	Not applicable
WHAT WE SPEND AND HOW WE SPEND IT	
Annual return form and report by auditor	Website/ Hard copy/ noticeboards
Finalised budget	Website/Hard copy/ minutes
Precept	Website/Hard copy/ minutes
Standing Orders and Financial Regulations	Website/Hard copy
List of current contracts and their values	Not currently available
Grants given and received	Website/ Hard copy/ Minutes
Members' allowances and expenses	Not applicable

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
Parish Plan (current and previous year as a minimum)	Website/Hard copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
Quality Status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
HOW WE MAKE DECISIONS	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy
Agendas of meetings (as above)	Website/Hard copy/ noticeboards
Minutes of meetings (as above)	Website/Hard copy/ noticeboards
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	Website/Hard copy
Responses to consultation papers	Website/Hard copy
Responses to planning applications	Website/Hard copy/minutes
Bye-laws	Not applicable
OUR POLICIES AND PROCEDURES	
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

<u>Policies and procedures</u> for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health & safety policy (not required as less than 5 employees) Recruitment policies (including current vacancies)	Website/Hard copy
<i>Policies and procedures for handling requests for information:</i> <u>Subject Access Request procedure</u>	Website/Hard copy
<u>Information security policy</u>	Website/Hard copy
<u>Records management policies</u> (records retention, destruction and archive)	Website/Hard copy
<u>Data Protection policies</u>	Website/Hard copy
Schedule of charges (for the publication of information)	Website/Hard copy
LISTS AND REGISTERS	
Any publicly available register or list	Not applicable
<u>Assets Register</u>	Website/Hard copy
Disclosure log	Not applicable
Register of members' interests	Cornwall Council website
Register of gifts and hospitality	Not applicable
THE SERVICES WE OFFER	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Website/Hard copy
Seating, litter bins, clocks, memorials and lighting	Website/Hard copy
Bus shelters	Website/Hard copy
Defibrillators	Website/Hard copy

Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Website/Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees	Not applicable

Appendix 2 **Schedule of Charges**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	The actual cost incurred
	Photocopying @ 50p per sheet (colour)	The actual cost incurred
	Postage assessed at time	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with legislation as determined by statute

Please note that St Buryan, Lamorna, Paul Parish Council's information is available unless:

- the parish council does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.