

**Information available from Landrake with St. Erney Parish Council under the Model Publications Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Who are we and what we do: (organisational information, structures, locations & contacts)	Landrake with St. Erney Parish Council <b><u><a href="http://www.landrakeparishcouncil.gov.uk">www.landrakeparishcouncil.gov.uk</a></u></b>
<ul style="list-style-type: none"> <li>• Council structure</li> </ul>	This information is detailed on the Parish Council's website and available from the Clerk's Office
<ul style="list-style-type: none"> <li>• Staffing structure</li> </ul>	Detailed on the Parish Council's website
<ul style="list-style-type: none"> <li>• Location of Council office and accessibility details</li> </ul>	The Parish Clerk, 24 Rashleigh Avenue, Saltash Cornwall PL12 4NS <b><u><a href="mailto:clerk@landrakeparishcouncil.gov.uk">clerk@landrakeparishcouncil.gov.uk</a></u></b>
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit)	
<ul style="list-style-type: none"> <li>• Statement of Accounts &amp; Annual Governance Report</li> </ul>	This information is uploaded onto the Parish Council's website and made available for public inspection in accordance with Accounts & Audit Regulations
<ul style="list-style-type: none"> <li>• Annual Statutory Report by the Auditor</li> </ul>	This information is posted on the Parish Council's website
<ul style="list-style-type: none"> <li>• Members allowances and expenses</li> </ul>	This information is added as a note in the Statement of Accounts above and advertised as required by Legislation
<ul style="list-style-type: none"> <li>• Financial Standing Orders &amp; Regulations</li> </ul>	These documents are posted on the Parish Council's website
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)	
<ul style="list-style-type: none"> <li>• Neighbourhood Development Plan &amp; Parish Plan</li> </ul>	The progress of the Plan can be viewed on the Parish Council's website <b><u><a href="http://www.landrakeparishcouncil.gov.uk">www.landrakeparishcouncil.gov.uk</a></u></b>
<ul style="list-style-type: none"> <li>• Annual Report</li> </ul>	This document can be downloaded from the Parish Council's website. Hard copies are also available from the Parish Clerk

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<ul style="list-style-type: none"> <li>• Responses to Consultation papers</li> </ul>	These documents will be available on deposit to the Clerk's Office (address above)
<b>How we make decisions</b> (Decision making processes and records of decisions)	
<ul style="list-style-type: none"> <li>• Timetable of Meetings</li> </ul>	This information is posted on the Parish Council's website
<ul style="list-style-type: none"> <li>• Agendas</li> </ul>	Agendas for Council Meetings will be posted on the Council's website, and the Parish Notice Boards situated at the Memorial Hall Fore Street Landrake
<ul style="list-style-type: none"> <li>• Minutes of all Council Meetings (excluding information that is properly regarded as private to the meeting)</li> </ul>	Draft Minutes will be posted on the Parish Council's website as soon as reasonably possible (normally within 7 days of the Meeting). Hard copies will be available from the Clerk upon application
<ul style="list-style-type: none"> <li>• Responses to Planning Applications</li> </ul>	These are detailed in the Minutes which will be posted on the Parish Council's website and available for inspection on the Cornwall Council's website – Planning Portal
<ul style="list-style-type: none"> <li>• Procedure Standing Orders</li> </ul>	The Parish Council's Standing Orders are posted on the website

<ul style="list-style-type: none"> <li>• Members' Registers of Interest</li> </ul>	This document can be viewed on the Cornwall Council website and is available for inspection on application to the Clerk
<b>Our Policies and Procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities)	
<ul style="list-style-type: none"> <li>• Policies &amp; Procedures for the conduct of Council business</li> </ul>	This information is contained within the Parish Council's Standing Orders and posted on the Council's website
<ul style="list-style-type: none"> <li>• Policies &amp; Procedures about the employment of staff</li> </ul>	The Parish Council's Equal Opportunities Policy is available on the Council's website
<b>Lists and Registers</b> (Any information we are currently Legally required to hold in publicly)	

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available registers)	
<ul style="list-style-type: none"> <li>Any publicly available register or list</li> </ul>	These documents will be available on deposit by contacting the Clerk
<ul style="list-style-type: none"> <li>Lists of Assets</li> </ul>	This information is available on the Council's website
<p><b>The Services we offer</b> Information about the Services we offer, including leaflets, guidance and newsletters produced for the public and businesses. (Details of the Services for which we are entitled to recover a fee (if relevant) together with those fees)</p>	<ul style="list-style-type: none"> <li>Seating/Picnic Benches, Litter &amp; Dog bins</li> </ul>
<b>Additional information</b>	
<p>Landrake with St. Erney Parish Council is committed to Freedom of Information. Requests for information other than the broad classes of information which will routinely be made available to the public as detailed above should be addressed to: The Parish Clerk 24 Rashleigh Avenue Saltash Cornwall PL12 4NS Telephone : 07523 005414 Email : <a href="mailto:clerk@landrakeparishcouncil.gov.uk">clerk@landrakeparishcouncil.gov.uk</a></p>	
<p>Most of this information can be downloaded free of charge from Landrake Parish Council's website : <a href="http://www.landrakeparishcouncil.gov.uk">www.landrakeparishcouncil.gov.uk</a></p> <p>Other information can be viewed free of charge at the above address upon application to the Clerk</p> <p>One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of Landrake with St. Erney Parish for collection from the Clerk. For multiple copies, and/or documents which are requested to be posted, the charge will be the copying cost of 10p per sheet (black and white) or 30p per sheet (colour) and the cost of Royal Mail 2<sup>nd</sup> class postage.</p> <p>In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of office time (administration-currently charged at £10 per hour), photocopying and postage of complex and</p>	

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archived material.
<b>Review</b>
This document will be reviewed regularly and amended as necessary. An Annual review will take place in May.
<b>Alternative Formats</b>
Disability Discrimination Act 1995 – copies of this document in large print (A3 format) or larger font size can be made available for those with sight impairment on request to the Clerk, by telephoning 07523 005414 or emailing: <a href="mailto:clerk@landrakeparishcouncil.gov.uk">clerk@landrakeparishcouncil.gov.uk</a>
<b>Details of Exclusions</b>
Person Records e.g. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.
All commercially sensitive information e.g. quotations and tenders, loan documents and insurance policies. With regard to quotations and tenders, the information will be treated as confidential to ensure that the whole tender process is fair. If tender information is released to a third party prior to the end of a tender period those who initially submitted tenders could be undercut and unfairly disadvantaged.
Any information request for documents that contain personal data or information that can identify a person/s.
Document written March 2024 for at the Annual Meeting of the Parish Council and approval 14 <sup>th</sup> May 2024 Next Review May 2025