

# Information available from Altarnun Parish Council

## under the Model Publication Scheme (TO BE ADOPTED)

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 authority 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.

Information to be published	How the information can be obtained.
<b>Who we are and what we do</b> <i>(Organisation information, structures, locations and contacts)</i>	
Organisation information	Altarnun Parish Council – Local Authority
Council structure	This information is available from the Parish Clerk or the Parish Council website.
Staffing structure	This information is available from the Parish Clerk or the Parish Council website.
Location of parish council office and accessibility details	35 Chy Pons St Austell PL25 5DH Tel: 07841780397 <a href="http://www.altarnunparish.co.uk">www.altarnunparish.co.uk</a> By appointment at all times. This information is on all correspondence and the Parish Council website.
Contact Details of the Clerk	Tel: 07841780397 <a href="mailto:clerkaltarnunpc@gmail.com">clerkaltarnunpc@gmail.com</a> This information is on all correspondence and the Parish Council website.
Councillor Profiles	This information is available on the Parish Council website.
<b>What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return and report by external auditor	This information is available from the Parish Clerk or the Parish Council website.
Budget including precept	This information is available from the Parish Clerk or the Parish Council website.
Expenditure over £100	This information is available from the Parish Clerk or the Parish Council website.
Procurement and contracts awarded	This information is available from the Parish Clerk or the Parish Council website.
Members allowances and expenses	The members do not, at present, make these drawings.

Financial Regulations & Standing Orders	This information is available from the Parish Clerk or the Parish Council website.
<b>What our priorities are and how we are doing</b> <i>(Strategies and plans, audits, inspections and reviews)</i>	
Annual Report	This document is published in the Tre Pol Pen and is available from the Parish Clerk or the Parish Council website.
Annual Governance & Accountability Return	This information is available from the Parish Clerk or the Parish Council website
<b>How we make decisions</b> <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings	This document is available from the Parish Clerk or the Parish Council website.
Agendas	This document is available from the Parish Clerk or the Parish Council website and posted on the noticeboards.
Minutes	Signed adopted minutes are available from the Parish Clerk while draft minutes are on the Parish Council website.
Responses to planning applications	This information is available from the Parish Clerk or the Parish Council website.
Scheme of delegation	This information is available from the Parish Clerk or the Parish Council website.
<b>Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies and procedures for the conduct of Council business.	This information is available from the Parish Clerk or the Parish Council website
Policies and procedures concerning data protection	This information is available from the Parish Clerk or the Parish Council website
Policies and procedures for the publication of information	This information is available from the Parish Clerk or the Parish Council website

<b>Lists and registers</b> <i>(Any information we are currently legally required to hold in publicly available registers)</i>	
Members' Register of Interests	This information is available from the Parish Clerk, the Parish Council website & Cornwall Council website
Register of gifts and hospitality	This information is available from the Parish Clerk.
Any publicly available register or list	This information is available from the Parish Clerk
Asset register	This information is available from the Parish Clerk, the Parish Council website & Cornwall Council website
<b>The Services we offer</b> <i>(Information about the services we offer. Details of the services for which we are entitled to recover a fee together with those fees)</i>	
Burial ground	This information is available from the Parish Clerk or the Parish Council website
Bus shelters	This information is available from the Parish Clerk or the Parish Council website
Seating, litter bins, former telephone boxes & memorials	This information is available from the Parish Clerk or the Parish Council website
Public toilets	This information is available from the Parish Clerk or the Parish Council website
Agency Agreements	This information is available from the Parish Clerk
A summary of services for which the Council is entitled to recover a fee and details of those fees	This information is available from the Parish Clerk or the Parish Council website
<b>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:</b> The Parish Clerk Altarnun Parish Council 35 Chy Pons St Austell PL25 5DH Tel: 07841780397 <a href="mailto:clerkaltarnunpc@gmail.com">clerkaltarnunpc@gmail.com</a>	

### **Schedule of charges**

Most of this information may be downloaded free of charge from the Council's website [www.altarnunparish.co.uk](http://www.altarnunparish.co.uk) Other information may be viewed free of charge. Please contact the clerk.

One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of Altarnun Parish.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 5p per single sheet (black and white) or 35p per single sheet (colour) and the cost of Royal Mail second class postage.

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 officer time (administration – currently charges at £25 per hour), photocopying and postage of complex and archived material.

### **Refusing a request for information**

Below is a statement from the Information Commissioners Office (ICO) which explain when the Parish Council may have to refuse providing you with the information requested. Further information can be found at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

*“A requester may ask for any information that is held by a public authority. However, this does not mean you are always obliged to provide the information. In some cases, there will be a good reason why you should not make public some or all of the information requested.*

*You can refuse an entire request under the following circumstances:*

*It would cost too much or take too much staff time to deal with the request. The request is vexatious.*

*The request repeats a previous request from the same person.*

*In addition, the Freedom of Information Act contains a number of exemptions that allow you to withhold information from a requester. In some cases, it will allow you to refuse to confirm or deny whether you hold information.*

*Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.*

*There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.*

*(Examples are: 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 2018.*

*All commercially sensitive information e.g. quotations and tenders, loan documents and insurance policies. With regard to quotations and tenders, this 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.)*

*You can automatically withhold information because an exemption applies only if the exemption is 'absolute'. This may be, for example, information you receive from the security services, which is covered by an absolute exemption. However, most exemptions are not absolute but require you to apply a public interest test. This means you must consider the public interest arguments before deciding whether to disclose the information. So you may have to disclose information in spite of an exemption, where it is in the public interest to do so.*

*If you are refusing all or any part of a request, you must send the requester a written refusal notice. You will need to issue a refusal notice if you are either refusing to say whether you hold information at all or confirming that information is held but refusing to release it.”*

This document will be reviewed regularly and amended as necessary

### **Alternative Formats**

Disability Discrimination Act 1995 – copies of this document in larger font size can be made available for those with sight impairment on request to the Clerk, by telephoning 07841780397 or emailing: [clerkaltanunpc@gmail.com](mailto:clerkaltanunpc@gmail.com)

