

Freedom of Information Policy

The Parish Council Model Publication Scheme follows this policy. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held There are three ways to obtain the information:

Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via email, or by telephone, or in writing. Some documents require some time to locate.

Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to:

Parish Clerk

clerk@gwennap-parish.net

Gwennap Parish Rooms

Richard Jory Playing Field

Pulla Cross

Truro

TR4 8SA

Your request must include your name, address for correspondence, and a description of the information you require. There may be circumstances where the relevant information may be held on a parish councillor's personal computer, having been provided to them for the purpose of parish council business. In these instances, councillors agree to provide this information in order for the request to be dealt with.

Council's Response to a Written Request

Within 20 working days of receipt of your valid written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged and provide you with the information (after any relevant fee has been paid)
- or inform you that the request has been refused and the reason for refusal

A request may be refused 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
- The request relates to an exemption under the Freedom of Information Act, for example: personal data that would be contrary to the Data Protection Act or if disclosure would prejudice someone's commercial interests

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450.

Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
 - The request will not be answered until the fee has been received.
 - If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
 - Where the cost is less than the estimated cost then the difference will be refunded to the applicant.
- For disbursements costs, the Council will charge 10p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (details as before). You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 01625 545745

Email: mail@ico.gov.uk

Information available under the Gwennap Parish Council publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website) By contacting the Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net Or by accessing the website www.gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Clerk:</p>	<p>email clerk@gwennap-parish.net</p>	<p>N/A</p>
<p>Location of main Council office and accessibility details</p>	<p>Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA</p>	<p>N/A</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) By contacting the Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</p>
Annual return form and report by auditor	Hard copy and website	As above
Finalised budget	Hard copy and website	As above
Precept	Hard copy and website	As above
Financial Standing Orders and Regulations	Hard copy and website	As above
Grants given and received	As above	As above
Members' allowances and expenses	Hard copy	As above
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard copy and website: By contacting the Town Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</p>
Parish Plan (current and previous year as a minimum)	N/A	N/A
NDP	Website or hard copy	

Annual Report to Parish Meeting Current year	Website or hard copy Website or hard copy	As above
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) By contacting the Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net	Per sheet as detailed in schedule of charges
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	As above
Agendas of meetings (as above)	Website or hard copy	As above
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	As above
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy	As above
Responses to consultation papers	Website or hard copy	As above

Responses to planning applications	Council minutes available through website or hard copy; Cornwall Council Planning Portal	As above
Bye-laws	N/A	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>(hard copy or website) By contacting the Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</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>Hard copy or website N/A Hard copy or website Hard copy or website Hard copy or website</p>	<p>As above</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p>	<p>Hard copy or website</p>	<p>As above</p>

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)	Hard copy or website	
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges for the publication of information	As above	As above
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection) By contacting the Clerk at Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net	Per sheet as detailed in schedule of charges
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	As above
Assets Register	Hard copy	As above
Disclosure log	N/A	N/A

Register of members' interests	Available for inspection at the Council's offices or website; Cornwall Council website	As above
Register of gifts and hospitality	Available for inspection at the Council's offices	As above
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection) By contacting the Clerk at Parish Office Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</p>
Allotments	N/A	N/A
Burial grounds and closed churchyards	<p>(hard copy or website; some information may only be available by inspection) By contacting the Clerk at Gwennap Parish Rooms Richard Jory Playing Field Pulla Cross Truro TR4 8SA email clerk@gwennap-parish.net</p>	<p>Per sheet as detailed in schedule of charges</p>
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Hard copy or website	N/A

Seating, litter bins, clocks, memorials and lighting	Hard copy	As above
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	Hard copy or website	As above
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	As above
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

(hard copy or website; some information may only be available by inspection)

The Clerk

Gwennap Parish Rooms
Richard Jory Playing Field
Pulla Cross
Truro
TR4 8SA
email clerk@gwennap-parish.net

Accepted by Council 20??

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per single sheet (black & white); 12p per double sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 nd Class
Statutory Fee	N/A	In accordance with the relevant legislation
Other		In the event that a request should take more than ten man hours to process, the Council will use its discretion to make a charge reflecting the additional labour costs.