



BLISLAND PARISH COUNCIL

INFORMATION AVAILABLE FROM BLISLAND PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained (if held)	Cost
Class 1 - Who we are and what we do	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
Class 2 - What we spend and how we spend it	Website	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Website	
Financial Standing Orders and Regulations	Website	

Grants given and received	Website	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	Website	
Local charters drawn up in accordance with DCLG guidelines	Website	
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	Website	
Class 5 – Our policies and procedures		

<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>Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services 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)</p>	<p>Website</p> <p>Electronically on request</p>	
<p>Information security policy</p>	<p>Website</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p>	
<p>Data protection policies</p>	<p>Website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p>	
<p>Class 6 – Lists and Registers</p>		

Any publicly available register or list	Website	
Assets register	Website	
Disclosure log	Website	
Register of members' interests	Cornwall Council Website	
Register of gifts and hospitality	Website	
Class 7 – The services we offer		
Allotments	Website	
Burial grounds and closed churchyards	Website	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	Website	
Public conveniences	Website	
Agency agreements	Website	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None at present.	

Contact details: Tammy White – Clerk and RFO
clerk@blislandparishcouncil.co.uk