



Cornworthy Parish Council

Information available from Cornworthy Parish Council under the model publication scheme

Cornworthy Parish Council is committed to publishing information to the public to meet our commitments under the model publication scheme. CPC will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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 authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

CPC will look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

Information to be published	How the information can be obtained	Cost
<p>Class1 – Cornworthy Parish Council Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk</p>	
Chairman of the meeting	Website	Free
The Parish Council Trustees (if any)	N/A	Free
Who’s who on any committees	N/A	Free

Contact details (named contacts where possible with telephone number and email address (if used))	Website	Free
Staff arrangements	Clerk	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	
Precept	Website	Free
Annual Return Form	Hard copy, website	10p a sheet
Auditor's annual report	Hard copy, website	10p a sheet
Finalised Budget	Hard copy, website	10p a sheet
Grants given and received	Website/Clerk	Free
Members Allowances and expenses	Clerk, arrange to view	Free
List of current contracts awarded & value of contract	Clerk, arrange to view	Free
Borrowing Approval letter	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	
Assets benches memorials maintained	Website	Free
Services provided	Website	Free
Quality Status	N/A	
Annual report to Parish (current and previous year as a minimum)	Website	Free

Parish plan	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	
Current and previous year as a minimum		
Agendas of meetings (Parish Council Meetings and Committee Meetings)	Website Village Boards	Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy, website	Hard copies 10p a sheet
Responses to Planning Applications	In Minutes - website	Free
Bye-laws	N/A	
Responses to consultation papers (if any)	In Minutes - website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	
Current information only		
Policies and procedures for the conduct of Council business: :	Hard Copy, Website	10p a sheet
Procedural standing orders	Website	
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	N/A	

Code of Conduct	Hard copies, Website	10p a sheet
Financial Regulations	Website	10p a sheet
Privacy notice	Website	Free
Schedule of charges (for publication of information)	Clerk	Free
Policies: Health & safety Grant policy Safeguarding Complaints Social Media Record retention and disposal Co-option policy & procedure Equality & Diversity	Hard copy Website	10p a sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	10p a sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Public register only	
Cornworthy Assets register	Hard copy, website	10p a sheet
Register of members' interests	Clerk	Free
Register of gifts and hospitality	Clerk	Free

Risk Register	Hard copy website	10p a sheet
DATA Protection Certificate	Hard copy, website	10p a sheet
Insurance policy schedule	Hard copy, website	10p a sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy, website, or arrangements to view) www.cornworthyparishcouncil.gov.uk	
Details of services provided by the Parish Council	To be uploaded to website	
Newsletters	None, news and events are on website	
Services for which the parish is entitled to recover a fee, together with those fees	N/A	
Additional Information	N/A	

Contact details:

Cornworthy Parish Council
1 St Clements Court
Church Road
Dartmouth
TQ6 9SN

Tel: 01803 839305
parishclerk@cornworthyparishcouncil.gov.uk

Also see Website for Contact form

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost (average cost UK)
	Photocopying @ 35p per sheet (colour)	Actual cost (average UK cost)
	Postage	Actual cost of Royal Mail standard 2 nd class