

ST ENDELLION PARISH COUNCIL

Model Publication Scheme

This Publication Scheme demonstrates the parish council's commitment to transparency and accountability, ensuring that information about decisions, finances and governance is freely available to the public in accordance with the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities 2015. Please contact the Parish Clerk, Danielle Harrison, Flat 1 Ocean View, 17 The Terrace, Port Isaac, Cornwall, PL29 3SG
clerk@stendellionparish.gov.uk

TITLE	DESCRIPTION	WHAT YOU MAY SEE	FORMAT/LINK
1. CONTACTS	Who we are	Who's Who on the Council and its Committees, Including Contact Details	Hardcopy (charge will be made for photocopying) Staff – St. Endellion Parish Council
		Contact Details for Parish Clerk and Council Members.	As above
		Register of Members' Interests	Cornwall Council website
2. AUDIT AND ACCOUNTS	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	Annual Statutory report by Auditor (internal and external) – available from 2024/25 financial year	Hardcopy (charge will be made for photocopying) www.stendellionparish.gov.uk
		Finalised Budget	Hardcopy (charge will be made for photocopying)
		Asset Register	Asset Register – St. Endellion Parish Council
		Financial Regulations	General Policies – St. Endellion Parish Council
		All Financial Reports (Aged Payables, Cash Summary, General Ledger), Bank Statements from all Accounts – available from 2024/25 Financial Year.	Hardcopy (charge will be made for photocopying) Personal inspection Financial Reports 2025-2026 – St. Endellion Parish Council

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		List of Current Contracts Awarded and Value of Contract	Contained in the Minutes Meetings – St. Endellion Parish Council
		Annual governance statement and accounting statements subject to internal and external audit	https://stendellionparish.gov.uk/news/notice-of-conclusion-of-audit-and-certified-accounts-sections-1-2-and-final-report/
		Grants Given and Received	Contained in the Minutes Meetings – St. Endellion Parish Council
3. PRIORITIES	Our priorities and how we are doing.	Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews	www.stendellionparish.gov.uk
		Parish Plan	www.stendellionparish.gov.uk
		Annual Report to Parish Meeting	Covered by the Minutes of the Annual Parish Meeting
4. INTERNAL PRACTICE & PROCEDURE	Information covering how the Council works, including the decision-making process.	Council Minutes and Agendas excluding information that is properly regarded as private to the meeting.	Hardcopy (charge will be made for photocopying) Meetings – St. Endellion Parish Council
		Procedural Standing Orders.	Standing Orders – St. Endellion Parish Council
		Responses to Consultation Papers	Contained within the Minutes
		Responses to Planning Applications	See Cornwall Council's Online Planning Register Simple Search
5. POLICIES AND PROCEDURES	Current written protocols, policies and procedures for delivering our services and responsibilities.	Standing Orders	Hardcopy (charge will be made for photocopying) Standing Orders – St. Endellion Parish Council

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	Committee and Sub-committee Terms of Reference	Hardcopy (charge will be made for photocopying)
	Code of Conduct	Councillor Code of Conduct – St. Endellion Parish Council
	Retention and Disposal Guidelines	Document Retention – St. Endellion Parish Council
	Financial Regulations	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Financial-Regulations-2025.docx
	Freedom of Information Policy	https://stendellionparish.gov.uk/wp-content/uploads/2024/10/FREEDOM-OF-INFORMATION-POLICY-2024.doc
	Data Protection Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Data-Protection-Policy-2025.docx
	Equality and Diversity Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Equality-and-Diversity-Policy-2025.docx
	Equal Opportunity Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Equal-Opportunity-Policy-2025.doc
	Anti-Harassment and Bullying Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Anti-Harrassment-and-Bullying-Policy-2025.docx
	Reserve Policy	https://stendellionparish.gov.uk/wp-content/uploads/2024/10/RESERVE-POLICY-2024.doc

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		Press Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Press-Policy-2025.doc
		CCTV Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/CCTV-Policy-2025.docx
		Grants Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Grants-Policy-2025.doc
		Bench Policy	https://stendellionparish.gov.uk/wp-content/uploads/2025/06/Bench-Policy-2025.docx
		Complaint Handling procedure	General Policies – St. Endellion Parish Council
6. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Cemetery Rules and Regulations / Fees	St Endellion Cemetery – St. Endellion Parish Council
		Bus Shelter	Hardcopy (charge will be made for photocopying)
		Public Conveniences	Hardcopy (charge will be made for photocopying)
		The Main Car park	Hardcopy (charge will be made for photocopying)
		Port Isaac Playing Field and Playground	Hardcopy (charge will be made for photocopying)

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 8p per sheet (black and white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Freedom of Information Requests

The Clerk, as Proper Officer, is responsible for responding to Freedom of Information requests on behalf of the council. Requests must be made in writing to the Parish Clerk and will be acknowledged promptly.

Response Times and Exempt Items

Requests will normally be responded to within 20 working days. Where a fee is applicable, the response time is paused until payment is received. Exempt information may include personal data, confidential information, or commercially sensitive material.

Vexatious or Repeated Requests

The council reserves the right to refuse requests that are considered vexatious or repeated in accordance with Section 14 of the Freedom of Information Act. The Clerk will keep a record of the decision and reasons for refusal.

Record Keeping

All FOI requests and responses will be logged by the Clerk and retained in accordance with the council's Retention and Disposal Policy.

Complaints and Appeals

If a requester is dissatisfied with the response, they may request an internal review by writing to the Chair of the Council within 20 working days of receiving the decision.

ICO contact details

If a requester remains dissatisfied following an internal review, they may contact the Information Commissioner's Office (ICO) for an independent assessment.

ICO contact details:

Website: www.ico.org.uk

Telephone: 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.