

St COLUMB MAJOR TOWN COUNCIL

The Council has adopted the Model Publication Scheme, under the Freedom of Information Act, 2000. Detail of the scheme follows, together with details of how to gain access to the information.

TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
1. INTERNAL PRACTICE & PROCEDURE	Information covering how the Council Works, including the decision making process.	Council Minutes and Agendas excluding exempt information which falls within Schedule 12A of the Local Government Act. Limited to the last 2 years.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@st-columb-major.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Procedural Standing Orders.	As above	As above
		Council's Annual Report – presented to the Parish Meeting, May 2006.	As above	As above
2. ACCOUNT-ABILITY	Information outlining the steps taken to ensure accountability of Councillors.	Councillors Code of Conduct	As above	As above
		Councillors' Declaration of Acceptance of Office.	As above	As above
		Councillors' Register of Interests.	As above	As above
3. PERIODIC ELECTORAL REVIEW	Information concerning changes to the electoral arrangements for the parish. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of Councillors to be elected to the Council.	Last Periodic Electoral Review of the Council.	As above	As above
		Last Boundary Review of the Council area.	As above	As above

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4. EMPLOYMENT PRACTICE & PROCEDURE	Information relating to internal employment practice and procedure, excluding 'personal records'.	Contracts of employment.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@st-columb-major.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Job Descriptions/Person Specifications.	As above	As above
5. PLANNING DOCUMENTS	Information relating to planning documentation. NOTE – this does not include copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/ Footpath maps, all of which are available from the local planning and/or highway authority respectively.	Responses to planning applications – contained in Minutes of the Planning Committee.	As above	Hard copy (charge will be made for photocopying) Personal inspection
6. ARCHIVE MATERIAL	NOTE – certain Minute Books have been deposited with Cornwall Record Office. Details are available from the Clerk.	Minute books.	As above	Hard copy (charge will be made for photocopying) Personal inspection
7. BURIAL RECORDS	Burial records from the first burial, in St Columb Major Cemetery, in 1857, have been deposited with Cornwall Record Office – only those currently in use are held by the Council.	Burial Registers, Register of graves, Burial board minutes, etc.	As above – for current burial registers only.	Hard copy extract (charge will be made for searching the registers). Personal inspection.

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TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
8. AUDIT AND ACCOUNTS	<p>Information relating to the Council's financial dealings.</p> <p>NOTE – this does not include all commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies.</p>	Annual accounts – limited to the last financial year.	Town Clerk – Mrs Gillian Thompson 01637-889014 townclerk@st-columb-major.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Annual Statutory report by Auditor (internal and external) – limited to the last two financial years.	As above	As above
		Receipt/payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial two year.	As above	As above
		Precept request.	As above	Published in the District Council leaflet
		VAT records – limited to the last financial year.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Financial Standing Orders and Regulations – contained in the Council's Standing Orders.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Assets register – this includes all assets owned by the Council.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Risk Assessments.	As above	As above