



St Stephen in Brannel Parish Council

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Office 2, Brannel Room

22 Fore Street, St Stephen

St Austell, PL26 7NN

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Information available from St Stephen in Brannel Parish Council under the Model Publication Scheme¹

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval.

This publication scheme commits an authority to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

¹ Adopted by Full Council at the meeting held on Wednesday 11th August 2021 under minute number FPC204/21. Due for review in July 2024.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information to be published	How the information can be obtained.
Who we are and what we do <i>(Organisation information, structures, locations and contacts)</i>	
Organisation information	St Stephen in Brannel Parish Council – Local Authority
Council structure	This information is available from the Parish Council Office or the Parish Council website.
Staffing structure	This information is available from the Parish Council Office or the Parish Council website.
Location of parish council office and accessibility details	Office 2, Brannel Room 22 Fore Street St Stephen St Austell PL26 7NN Tel: 01726 823003 www.ststepheninbrannel-pc.org.uk Open Monday to Friday between 9.30am to 12.30pm or by appointment at all other times.

	This information is on all forms of correspondence, the Parish Council website, Cornwall Council website and the Annual Report newsletter.
Contact Details of the Clerk	Tel: 01726 823003 clerk@ststepheninbrannel-pc.org.uk This information is on all forms of correspondence, the Parish Council website, Cornwall Council website and the Annual Report newsletter.
Councillor Profiles	This information is available on the Parish Council website.
What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return and report by external auditor	This information is available from the Parish Council Office or the Parish Council website.
Budget including precept	This information is available from the Parish Council Office or the Parish Council website.
Expenditure over £500	This information is available from the Parish Council Office or the Parish Council website.
Procurement and contracts awarded	This information is available from the Parish Council Office or the Parish Council website.
Members allowances and expenses	This information is available from the Parish Council Office or the Parish Council website and is posted on the noticeboards as well as being included in the Annual Report newsletter.
Financial Regulations & Standing Orders	This information is available from the Parish Council Office or the Parish Council website.
What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Parish Plan	This document is available from the Parish Council Office or the Parish Council website.
Neighbourhood Development Plan	Currently in progress, updates are available from the Parish Council Office or the Parish Council website.

Annual Report	This document is delivered to every household in the Parish on the open electors register and is available from the Parish Council Office or the Parish Council website.
Strategic Plan (formally Action Plan)	This document is available from the Parish Council Office or the Parish Council website.
Local Council Award Scheme	This document is available from the Parish Council Office or the Parish Council website.
How we make decisions <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings	This document is available from the Parish Council Office or the Parish Council website.
Agendas	This document is available from the Parish Council Office or the Parish Council website and posted on the noticeboards.
Minutes	Signed adopted minutes are available from the Parish Council Office while draft minutes are on the Parish Council website.
Responses to planning applications	This information is available from the Parish Council Office, the Parish Council website or Cornwall Council website.
Scheme of delegation	This information is available from the Parish Council Office or the Parish Council website.
Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies and procedures for the conduct of Council business.	This information is available from the Parish Council Office or the Parish Council website
Policies and procedures for the employment and management of staff	This information is available from the Parish Council Office or the Parish Council website
Policies and procedures concerning data protection	This information is available from the Parish Council Office or the Parish Council website
Policies and procedures for the publication of information	This information is available from the Parish Council Office or the Parish Council website

Lists and registers <i>(Any information we are currently legally required to hold in publicly available registers)</i>	
Members' Register of Interests	This information is available from the Parish Council Office, the Parish Council website or Cornwall Council website.
Register of gifts and hospitality	This information is available from the Parish Council Office or the Parish Council website through minutes.
Any publicly available register or list	This information is available from the Parish Council Office.
Asset register	This information is available from the Parish Council Office.
The Services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Details of the services for which we are entitled to recover a fee together with those fees)</i>	
Air Quality Monitoring	This information is available from the Parish Council Office or the Parish Council website
Allotments	This information is available from the Parish Council Office or the Parish Council website
Brannel Room (Community hall)	This information is available from the Parish Council Office or the Parish Council website
Bus shelters	This information is available from the Parish Council Office or the Parish Council website
Car parks	This information is available from the Parish Council Office or the Parish Council website
Cemeteries and closed churchyards	This information is available from the Parish Council Office or the Parish Council website
Commercial properties	This information is available from the Parish Council Office or the Parish Council website
Defibrillators	This information is available from the Parish Council Office or the Parish Council website
Footpaths	This information is available from the Parish Council Office or the Parish Council website

Grant funding	This information is available from the Parish Council Office or the Parish Council website
Litter bins	This information is available from the Parish Council Office or the Parish Council website
Newsletter (Annual report)	This information is available from the Parish Council Office or the Parish Council website
Noticeboards	This information is available from the Parish Council Office or the Parish Council website
Parking (Off road)	This information is available from the Parish Council Office or the Parish Council website
Public conveniences	This information is available from the Parish Council Office or the Parish Council website
Salt bins	This information is available from the Parish Council Office or the Parish Council website
School Governors	This information is available from the Parish Council Office or the Parish Council website
Seating (Roadside)	This information is available from the Parish Council Office or the Parish Council website
Street Lighting	This information is available from the Parish Council Office or the Parish Council website
War memorials	This information is available from the Parish Council Office or the Parish Council website
War memorials	This information is available from the Parish Council Office or the Parish Council website
Weed Spraying (Highway)	This information is available from the Parish Council Office or the Parish Council website
Agency Agreements	This information is available from the Parish Council Office
A summary of services for which the Council is entitled to recover a fee and details of those fees	This information is available from the Parish Council Office

Additional information

Requests for information other than the broad classes of information which will routinely be made available to the public as detailed above should be addressed to:

The Clerk

St Stephen in Brannel Parish Council

Office 2, The Brannel Rooms

22 Fore Street

St Stephen

St Austell

PL26 7NN

Tel: 01726 823003

clerk@ststepheninbrannel-pc.org.uk

Schedule of charges

Most of this information may be downloaded free of charge from the Council's website www.ststepheninbrannel-pc.org.uk

Other information may be viewed free of charge in the Parish Council office.

One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of St Stephen in Brannel Parish, for collection from the Parish Council office.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 10p per single sheet (black and white) or 25p per single sheet (colour) and the cost of Royal Mail second class postage.

In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of officer time (administration – currently charges at £25 per hour), photocopying and postage of complex and archived material.

Refusing a request for information

Below is a statement from the Information Commissioners Office (ICO) which explain when the Parish Council may have to refuse providing you with the information requested. Further information can be found at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

“A requester may ask for any information that is held by a public authority. However, this does not mean you are always obliged to provide the information. In some cases, there will be a good reason why you should not make public some or all of the information requested.

You can refuse an entire request 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.*

In addition, the Freedom of Information Act contains a number of exemptions that allow you to withhold information from a requester. In some cases it will allow you to refuse to confirm or deny whether you hold information.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone’s commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act 2018.

You can automatically withhold information because an exemption applies only if the exemption is ‘absolute’. This may be, for example, information you receive from the security services, which is covered by an absolute exemption. However, most exemptions are not absolute but require you to apply a public interest test. This means you must consider the public interest arguments before deciding whether to disclose the information. So you may have to disclose information in spite of an exemption, where it is in the public interest to do so.

If you are refusing all or any part of a request, you must send the requester a written refusal notice. You will need to issue a refusal notice if you are either refusing to say whether you hold information at all, or confirming that information is held but refusing to release it.”

