



# St Just in Roseland Parish Council

E-mail: [parishclerk@roselandinfo.com](mailto:parishclerk@roselandinfo.com)

The Millennium Rooms  
The Square, St Mawes  
Truro, Cornwall TR2 5AG  
Tel: 01326 270799

## Information available from St Just in Roseland Parish Council under the Model Publication Scheme<sup>1</sup>

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.
- 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.

---

<sup>1</sup> Adopted by Full Council at the meeting held on 1<sup>st</sup> July 2019 under minute number 14a. Due for review in July 2021.

- 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.
<b>Who we are and what we do</b> <i>(Organisation information, structures, locations and contacts)</i>	
Organisation information	St Just in Roseland 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	The Millennium Rooms, The Square, St Mawes Truro, Cornwall TR2 5AG Tel: 01326 270799 Open by appointment.
Contact Details of the Clerk	Tel: 01326 270799 <a href="mailto:parishclerk@roselandinfo.com">parishclerk@roselandinfo.com</a> This information is on all correspondence and the Parish Council website.
Councillor Profiles	This information is available from the Parish Council Office

<b>What we spend and how we spend it</b> <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
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
Members allowances and expenses	This information is available from the Parish Council Office
Financial Regulations & Standing Orders	This information is available from the Parish Council Office
<b>What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Roseland Neighbourhood Development Plan	This document is available from the Parish Council Office
Annual Report	This document is available from the Parish Council Office
<b>How we make decisions</b> <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	This document is available from the Parish Council Office
Responses to planning applications	This information is available from the Parish Council Office or the Parish Council website.
Scheme of delegation	This document is available from the Parish Council Office

<b>Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies and procedures for the conduct of Council business.	This document is available from the Parish Council Office
Policies and procedures for the employment and management of staff	This document is available from the Parish Council Office
Policies and procedures concerning data protection	This document is available from the Parish Council Office
Policies and procedures for the publication of information	This document is available from the Parish Council Office

<b>Lists and registers</b> <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
Register of gifts and hospitality	This information is available from the Parish Council Office
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

<b>The Services we offer</b> <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>	
Bus shelters	This information is available from the Parish Council Office
Seating, litter bins, memorials and lighting	This information is available from the Parish Council Office
Public toilets	This information is available from the Parish Council Office
Car parks	This information is available from the Parish Council Office
Agency Agreements	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 Just in Roseland Parish Council

The Millennium Rooms,

The Square, St Mawes

Truro

Cornwall

TR2 5AG

Tel: 01326 270799

[parishclerk@roselandinfo.com](mailto:parishclerk@roselandinfo.com)

**Schedule of charges**

Most of this 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 Just in Roseland 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 5p per single sheet (black and white) or 35p 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.*

*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.”*