Calstock Parish Council
Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE
Clerk: Clare Bullimore, Tel: 01822 748847 email: clerk@calstockparishcouncil.gov.uk

Freedom of Information Publication Scheme

This publication scheme sets out the information that is publicly available and in what format it can be accessed and whether there is a fee. This scheme should be read in conjunction with the Freedom of Information Policy for Handling Requests for Information.

Reviewed and approved at the Annual Meeting of the Full Council, 13-05-2025
Reviewed and approved at the Annual Meeting of the Full Council, 12-05-2026

Freedom of Information Act

Information available from Calstock Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do **(Organisational information, structure locations and contacts)** Current information only		For hard copies 20p per A4 sheet
Who's who on the Council and its committees	hardcopy, website	
Contact details for the Parish Clerk and Council members with telephone numbers and email address (if used)	hardcopy, website	
Location of main Council office and accessibility details	hardcopy, website	
Staffing structure	hardcopy, website	
Class 2 – What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	hardcopy	
Finalised budget	hardcopy	
Precept	hardcopy	
Borrowing approval letter	not applicable	
Financial Standing Orders and Regulations	hardcopy	
Grants given and received	hardcopy	
List of current contracts awarded and value of contract	hardcopy	
Members allowances and expenses	hardcopy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performances indicators, audits, inspections and reviews)		
Parish Plan (current and previous year)	hardcopy, website	
Annual Report to Parish (current and previous year)	hardcopy, website	
Quality status (if applicable)	not applicable	

Local charters drawn up in accordance with DCLG guidelines (if applicable)	not applicable	
Class 4 – How we make decisions Current and previous year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hardcopy, website and notice boards	
Agendas of meetings (as above)	hardcopy, website and Tamar Valley Centre notice board	
Minutes of meetings (as above) *excluding information that is properly regarded as private to the meeting*	hardcopy and website	
Reports presented to council meetings *excluding information that is properly regarded as private to the meeting*	hardcopy	
Responses to consultation papers	hardcopy	
Responses to planning applications	hardcopy, website (in council minutes)	
Bye-laws – *if applicable*	not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of offices (see standing orders) Code of Conduct Policy statements	 hardcopy hardcopy, website website link to Standards Board hardcopy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy	 hardcopy	

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	hardcopy hardcopy hardcopy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	website and hardcopy	
Information security policy	hardcopy	
Records management policies (records retention, destruction and archive)	hardcopy	
Data protection policies	hardcopy	
Schedule of charges for the publication of information	hardcopy, website	
Class 6 – Lists and Registers Currently maintained lists and registers only	The following are available in hardcopy form if appropriate or by inspection of the registers at the Council's office.	
Any publicly available register or list (if any are held this will be publicised)		
Assets Register		
Register of members' interests		
Register of gifts and hospitability		
Class 7 – The Services we offer (Information about the services we offer, including any leaflets, guidance and newsletters which we may produce for the public and businesses) Current information only	Registers relating to the following services are only available for inspection at the Council's office.	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls – if applicable	not applicable	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		

Bus shelters		
Agency agreements	hardcopy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	website and hardcopy	

Contact Details

Parish Clerk : Mrs Sue Lemon, Tamar Valley Centre, Cemetery Road, Drakewalls, Gunnislake PL18 9FE

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