

St MINVER LOWLANDS PARISH COUNCIL

TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
1. ORGAN- ISATIONAL INFORMATION	Organisational information, structures, locations and contacts.	Who's who on the Council and its Committees.	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection www.stminver-lowlands.org.uk
		Contact details for the Parish Clerk and Council members.	As above	As above
		Location of main council office and accessibility details.	As above	As above
2. FINANCIAL INFORMATION	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Annual return form and report by Auditor.	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection
		Finalised budget. NOTE – recorded in the Minutes.	As above	As above www.stminver-lowlands.org.uk
		Precept. NOTE – recorded in the Minutes.	As above	As above
		Financial Standing Orders and Regulations – contained in the Council's Standing Orders.	As above	As above
		Grants given and received. NOTE – recorded in the Minutes.	As above	As above
		List of current contracts awarded and value of contract. NOTE – recorded in the Minutes.	As above	As above

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		Members' allowances and expenses. NOTE – recorded in the Minutes.	As above	As above
3. PRIORITIES	Strategies and plans, performance indicators, audits, inspections and reviews.	Parish Plan.	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection
		Annual report to Parish Meeting – limited to the last two years.	As above	As above Website
4. DECISION MAKING	Decision making processes and records of decisions.	Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings).	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection www.stminver-lowlands.org.uk
		Agendas of meetings (as above).	As above	As above
		Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting.	As above	As above
		Reports presented to Council Meetings. NB this will exclude information that is properly regarded as private to the meeting.	As above	As above
		Responses to consultation papers.	As above	Hard copy Personal inspection
		Responses to planning applications.	As above	As above www.stminver-lowlands.org.uk
		Bye-laws.	As above	Hard copy Personal inspection

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5. POLICIES AND PROCEDURES	Policies and procedures for the conduct of council business.	Procedural Standing Orders.	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection www.stminver-lowlands.org.uk
		Delegated authority in respect of officers.		
		Code of Conduct	As above	As above
	Policies and procedures for the provision of services and about the employment of staff.	Health and safety policy. NOTE – risk assessments.	As above	Hard copy Personal inspection
		Complaints procedures (including those covering requests for information and operating the publication scheme).	As above	As above www.stminver-lowlands.org.uk
6. LISTS AND REGISTERS	Currently maintained lists and registers.	Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Hard copy Personal inspection www.stminver-lowlands.org.uk
		Assets Register	As above	As above
		Register of members' interests.	As above	Hard copy Personal inspection
		Register of gifts and hospitality. NOTE – forms part of the Minutes of Meetings.	As above	As above www.stminver-lowlands.org.uk
7. SERVICES	Information about the services we offer	Burial grounds and closed churchyards.	Parish Clerk – Mrs Gillian Thompson Tel: 01726-884024 email – clerk@stminver-lowlands.org.uk	Personal inspection

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		Community centres and village halls. NOTE – Council Chamber only.	As above	Personal inspection www.stminver-lowlands.org.uk
		Parks, playing fields and recreational facilities.	As above	As above
		Seating, litter bins, clocks, memorials and lighting.	As above	As above
		Bus shelters.	As above	As above
		Public conveniences.	As above	As above
		Agency agreements.	As above	As above
		Agency agreements.	As above	As above