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INFORMATION AVAILABLE FROM SENNEN PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained (if held)	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	none
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	none
Location of main Council office and accessibility details	Website	none
Staffing structure	Website	none
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	none
Finalised budget	Website	none
Precept	Website	none
Borrowing Approval letter	N/A	n/a
Financial Standing Orders and Regulations	Website	none
Grants given and received	Electronically on request	none
List of current contracts awarded and value of contract	Electronically on request	none
Members' allowances and expenses	Electronically on request	none



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Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website	none
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	none
Quality status	Website	none
Local charters drawn up in accordance with DCLG guidelines	Website	none
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	none
Agendas of meetings (as above)	Website	none
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Electronically on request	none
Responses to consultation papers	Website	none
Responses to planning applications	Cornwall Council Website	none
Bye-laws	Cornwall Council Website	none



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Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	Website	none
Procedural Standing Orders	Website	none
Committee and sub-committee terms of reference	Website	none
Delegated authority in respect of officers	Electronically on request	Website
Code of Conduct Policy	Website	none
Policies and procedures for the provision of services and about the employment of staff:	Website	none
Internal instructions to staff and policies relating to the delivery of services	Electronically on request	Website
Equality and diversity policy	Website	none
Health and safety policy	Website	none
Recruitment policies (including current vacancies)	Website	none
Policies and procedures for handling requests for information	Website	none
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	none
Information security policy	Website	none
Records management policies (records retention, destruction and archive)	Website	none
Data protection policies	Website	none
Schedule of charges (for the publication of information)	Website	none



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Class 6 – Lists and Registers		
Any publicly available register or list	Electronically on request	none
Assets register	Website	none
Disclosure log	Electronically on request	none
Register of members' interests	Cornwall Council Website	none
Register of gifts and hospitality	Minutes	none
Class 7 – The services we offer		
Allotments	n/a	
Burial grounds and closed churchyards	website	none
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website	none
Seating, litter bins, clocks, memorials and lighting	Website	none
Bus shelters	Website	none
Markets	n/a	
Public conveniences	Website	none
Agency agreements	Electronically on request	none
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Electronically on request	none
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website	none

Reviewed and adopted March 2026