

Information available from Botus Fleming Parish Council under the Model Publications Scheme

Information to be published	How the information can be obtained
Who are we and what we do: (organisational information, structures, locations & contacts)	Botus Fleming Parish Council www.botusfleming.org.uk
<ul style="list-style-type: none"> • Council structure 	This information is detailed on the Parish Council's website and available from the Clerk's Office
<ul style="list-style-type: none"> • Staffing structure 	Detailed on the Parish Council's website
<ul style="list-style-type: none"> • Location of Council office and accessibility details 	The Clerk, 24 Rashleigh Avenue, Saltash Cornwall PL12 4NS
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
<ul style="list-style-type: none"> • Statement of Accounts & Annual Governance Report 	This information is uploaded onto the Parish Council's website and made available for public inspection in accordance with Accounts & Audit Regulations
<ul style="list-style-type: none"> • Annual Statutory Report by the Auditor 	This information is posted on the Parish Council's website
<ul style="list-style-type: none"> • Members allowances and expenses 	This information is added as a note in the Statement of Accounts above and advertised as required by Legislation
<ul style="list-style-type: none"> • Financial Standing Orders & Regulations 	These documents are posted on the Parish Council's website
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
<ul style="list-style-type: none"> • Neighbourhood Development Plan & Parish Plan 	The progress of the Plan can be viewed on the Parish Council's website www.botusfleming.org.uk
<ul style="list-style-type: none"> • Annual Report 	This document can be downloaded from the Parish Council's website. Hard copies are also available from the Parish Clerk

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<ul style="list-style-type: none"> • Responses to Consultation papers 	These documents will be available on deposit to the Clerk's Office (address above)
<p>How we make decisions (Decision making processes and records of decisions)</p>	
<ul style="list-style-type: none"> • Timetable of Meetings • Agendas 	This information is posted on the Parish Council's website Agendas for Council Meetings will be posted on the Council's website, and the Parish Notice Boards situated in Hatt & Botus Fleming
<ul style="list-style-type: none"> • Minutes of all Council Meetings (excluding information that is properly regarded as private to the meeting) 	Draft Minutes will be posted on the Parish Council's website as soon as reasonably possible (normally within 7 days of the Meeting). Hard copies will be available from the Clerk upon application
<ul style="list-style-type: none"> • Responses to Planning Applications 	These are detailed in the Minutes which will be posted on the Parish Council's website and also available for inspection on the Cornwall Council's website – Planning Portal
<ul style="list-style-type: none"> • Procedure Standing Orders 	The Parish Council's Standing Orders are posted on the website

<ul style="list-style-type: none"> • Members' Registers of Interest 	This document can be viewed on the Cornwall Council website and is available for inspection on application to the Clerk
<p>Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<ul style="list-style-type: none"> • Policies & Procedures for the conduct of Council business 	This information is contained within the Parish Council's Standing Orders and posted on the Council's website
<ul style="list-style-type: none"> • Policies & Procedures about the employment of staff 	The Parish Council's Equal Opportunities Policy is available on the Council's website
<p>Lists and Registers</p>	

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(Any information we are currently Legally required to hold in publicly available registers)	
<ul style="list-style-type: none"> Any publicly available register or list 	These documents will be available on deposit by contacting the Clerk
<ul style="list-style-type: none"> Lists of Assets 	This information is available on the Council's website
<p>The Services we offer 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 (if relevant) together with those fees)</p>	<ul style="list-style-type: none"> Seating/Picnic Benches, Litter & Dog bins Bus Shelter Botus Fleming Community Action Team & volunteer groups
Additional information	
<p>Botus Fleming Parish Council is committed to Freedom of 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 Parish Clerk 24 Rashleigh Avenue Saltash Cornwall PL12 4NS Telephone : 07523 005414 Email : clerk@botusfleming.org.uk</p>	
<p>Most of this information can be downloaded free of charge from Botus Fleming Parish Council's website : www.botusfleming.org.uk</p> <p>Other information can be viewed free of charge at the above address upon application to the Clerk</p> <p>One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of Botus Fleming Parish for collection from the Clerk. For multiple copies, and/or documents which are requested to be posted, the charge will be the copying cost of 10p per sheet (black and white) or 30p per sheet (colour) and the cost of Royal Mail 2nd class postage.</p> <p>In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to</p>	

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make a charge for the disbursement of office time (administration-currently charged at £10 per hour), photocopying and postage of complex and archived material.

Review

This document will be reviewed regularly and amended as necessary. An Annual review will take place in May.

Alternative Formats

Disability Discrimination Act 1995 – copies of this document in large print (A3 format) or larger font size can be made available for those with sight impairment on request to the Clerk, by telephoning 07523 005414 or emailing: clerk@botusfleming.org.uk

Details of Exclusions

Person Records e.g. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

All commercially sensitive information e.g. quotations and tenders, loan documents and insurance policies. With regard to quotations and tenders, the information will be treated as confidential to ensure that the whole tender process is fair. If tender information is released to a third party prior to the end of a tender period those who initially submitted tenders could be undercut and unfairly disadvantaged.

Any information request for documents that contain personal data or information that can identify a person/s.

Document for Approval 28th October 2020 – Review Date May 2021