

Information available from Whitstone Parish Council under the Freedom of Information publication scheme

Information published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Who's who on the Council and its Committees	<p>Whitstone is entitled to elect 7 councillors for a 4 year term of office to the Parish Council. The next elections are due in May 2017.</p> <p><i>Whitstone Parish Councillors and contact details</i></p> <p>This information is available on the website also on the Parish Notice Board</p>
Contact details for Parish Clerk Location of main Council office and accessibility details	<p><i>Whitstone Parish Council Clerk and contact details</i></p> <p>Whitstone Parish Council shares office facilities with St Gennys Parish Council at</p> <p>The Legion Hall St Gennys Bude EX23 0NS</p> <p>This information is also available on the Parish Notice Board</p>

Staffing structure	1 staff member – Part-time Clerk (who is also the Proper Officer and Financial Officer)

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)	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Annual return form and report by auditor	Available soon
Finalised budget	Available soon
Precept	<i>Available soon</i>
Borrowing Approval letter	None
Financial Standing Orders and Regulations	<i>Statement of Internal Control</i>
Grants given and received	Received 2014-15 - Community Chest – Parish Notice Board – (£238.04) Received (2014-15)– Council Tax Support Grant (£698.90)
List of current contracts awarded and value of contract	Grass cutting - footpaths (£225) Grass cutting – Public open spaces/Highways (£828)
Members' allowances and expenses	None

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Parish Plan	<i>Parish Plan 2010</i> <i>Parish Plan Update 2013 - Results</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Agenda for Annual Parish Meeting 2014</i> <i>Minutes for Annual Parish Meeting 2014</i> <i>Whitstone Localism Report for Annual Parish Meeting 2014</i> (cllr M Sutton) <i>Whitstone Get IT Together Report for Annual Parish Meeting 2014</i> (cllr M Sutton) <i>Whitstone Footpaths Report for Annual General Meeting 2014</i> (cllr M Sutton) <i>Whitstone Community Speedwatch Report for Annual Parish Meeting 2014</i> (cllr M Sutton)
Quality status	The Parish Council are awaiting the outcome of a review of the Quality Scheme and will join the scheme if beneficial. The Parish Council Clerk is working towards CiLCA qualification. The Council has resolved to adopt the General Power of Competence when qualification has been obtained.
Local charters drawn up in accordance with DCLG guidelines	None

Class 4 – How we make decisions (Decision making processes and records of decisions)	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Timetable of Ordinary Parish Council Meetings 2014-15</i> This information is also available on the Parish Notice Board
Agendas of meetings	<i>Whitstone Parish Council Meeting Agendas</i> The Agenda for the next meeting is also displayed on the Parish Notice Board (3 clear days notice)
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Whitstone Parish Council Meeting Minutes The approved minutes of the last meeting are also displayed on the Parish Notice Board
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Special Bude & Launceston Community Networks Meeting 6th May 2014</i> (cllr M Sutton) <i>The Community Infrastructure Levy</i> (cllr M Sutton)
Responses to consultation papers	None
Responses to planning applications	Council responses to Planning Applications can be found in the minutes of the meeting at which the application was considered (see links above) Comments on current and past planning applications can also be found online using the <i>Cornwall Council Online Planning Register</i>
Bye-laws	None

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Financial Regulation</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of Councillors</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><i>Standing Orders</i></p> <p><i>WPC Financial Regulations Feb 2015</i></p> <p>None</p> <p>None</p> <p><i>Code of Conduct</i></p> <p>Planning Policy for Renewable Energy Applications</p> <p>Broadcasting Policy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p>	<p>Whitstone Parish Council employs a part-time Parish Council Clerk under the terms and conditions of a standard employment contract.</p> <p>None</p> <p>Available soon</p> <p>Available soon</p> <p>None</p> <p><i>Freedom of Information Requests</i></p>

Complaints procedures	Freedom of Information Publication Scheme (this document) <i>Complaints Procedure</i>
Information security policy	Available Soon
Records management policies (records retention, destruction and archive)	Available soon
Data protection policies	Whitstone Parish Council is registered as a Data Controller with the Information Commissioners Office (<i>Registration number ZA078628</i>)
Schedule of charges (for the publication of information)	See schedule at the end of this document

Class 6 – Lists and Registers	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Assets Register	<i>Assets Register</i>
Disclosure of Interest log	Councillors' Non Registerable Interests are declared at the beginning of each meeting as appropriate and are recorded in the minutes of that meeting. (see entry above to view the minutes of any particular meeting)
Register of members' interests	<i>Register of Interests</i> This information is also available on the <i>Cornwall Council website</i>
Register of gifts and hospitality	None
Definitive Map of Public Rights of Way (PRoW)	Held by Footpath Portfolio holder. Available for inspection by contacting Cllr. Mike Sutton.

Class 7 – The services we offer	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)
Allotments	None
Burial grounds and closed churchyards	None
Community centres and village halls	None
Parks, playing fields and recreational facilities	None
Seating, litter bins, clocks, memorials and lighting	War Memorial 2 Seats
Bus shelters	2
Markets	None
Public conveniences	None
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See <i>Schedule of Charges</i> below

Additional Information	Documents located on the Whitstone Village website Parish Council Freedom of Information Page (http://www.whitstonevillage.com/foi.htm)						
Details of Parish population and demographics	<table> <tr> <td>Population</td> <td>604 (Census 2011)</td> </tr> <tr> <td>Dwellings</td> <td>252 (Census 2011)</td> </tr> <tr> <td>Registered Electors</td> <td>466 (1/3/2013)</td> </tr> </table> <p>More details can be found on the Cornwall Council website <i>Parish Profiles</i></p>	Population	604 (Census 2011)	Dwellings	252 (Census 2011)	Registered Electors	466 (1/3/2013)
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Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying	10p per sheet (black & white). 20p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by Whitstone Parish Council

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