



Treverbyn Parish Council Publication Scheme

1. Introduction

This Publication Scheme has been developed and approved by the Information Commissioner. It is a commitment by Treverbyn Parish Council to make information available to the public as part of its normal business activities. The scheme sets out:

- What information is routinely made available
- How it can be accessed
- Whether a charge applies

This scheme is intended to encourage transparency and proactive publication of information held by the Council.

2. Information Available Under the Publication Scheme

The information is organised into the following classes:

Class 1: Who We Are and What We Do

Available Information:

- Names and contact details of councillors
- Roles and responsibilities of councillors
- Details of council committees and sub-committees
- Clerk and council office contact details
- Location of council meetings and accessibility information
- How to access: Website / On request
- Charges: None (except for hard copies)

Class 2: What We Spend and How We Spend It

Available Information:

- Annual budget and precept
 - Annual accounts and audit reports
 - Financial regulations
 - Grants awarded or received
 - Councillors' allowances and expenses (if any)
 - Procurement procedures and contracts awarded
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- How to access: Website / On request
 - Charges: None (except for hard copies)

Class 3: What Our Priorities Are and How We Are Doing

Available Information:

- Annual Parish Meeting reports
 - Action plans and strategic priorities
 - Community engagement outcomes
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- How to access: Website / On request
 - Charges: None (except for hard copies)

Class 4: How We Make Decisions

Available Information:

- Timetable of meetings
 - Agendas and minutes of meetings
 - Reports and background papers
 - Standing Orders and delegated authority structure
 - Responses to planning applications
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- How to access: Website / On request
 - Charges: None (except for hard copies)

Class 5: Our Policies and Procedures

Available Information:

- Standing Orders
- Financial Regulations
- Code of Conduct

- Complaints procedure
 - Freedom of Information policy
 - Data Protection and Privacy Notice
 - Equal Opportunities Policy
 - Health & Safety Policy
 - Grants Policy
- How to access: Website / On request
 - Charges: None (except for hard copies)

Class 6: Lists and Registers

Available Information:

- Asset register
 - Register of members' interests
 - Register of gifts and hospitality
- How to access: Website / On request
 - Charges: None (except for hard copies)

Class 7: The Services We Offer

Available Information:

- Parks, playing fields and recreational facilities
 - Bus shelters
 - Noticeboards
 - Litter bins and dog waste bins
 - Salt Bins
 - Community events
- How to access: Website / On request
 - Charges: None (except for hard copies)

3. Accessing Information

Most information is available on the Treverbyn Parish Council website:

www.treverbynparishcouncil.gov.uk

Alternatively, contact the Parish Clerk: Mr. Darren R. Hawken

clerk@treverbynparishcouncil.gov.uk

01726 851001

Parish Offices, Rockhill Business Park, Higher Bugle, St Austell, Cornwall. PL26 8RA

4. Charges and Fees

Information available through this scheme is generally provided free of charge. Charges may apply for:

- Photocopying and printing
- Postage (at Royal Mail standard rates)
- Specially formatted documents (e.g. large print)

A full list of charges is available on request.

5. Review and Adoption

This Publication Scheme is reviewed annually by Treverbyn Parish Council and was last adopted on: 29th July 2025