

Antony Parish Council Publication Scheme 2025 (Publication and Information Policy)

Information available from Antony Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' or 'not applicable' in the table.

Class	Information to be published	Where the information can be obtained
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	Council Members	www.antony-pc.gov.uk/members.php
	Staffing structure	Antony Parish Council employs 1 part time member of staff: Parish Clerk/Responsible Financial Officer
	Postal and email address	www.antony-pc.gov.uk
	Contact details for Parish Clerk and Councillors	
Class 2 - What we spend and how we spend it	Statement of accounts and internal audit report in the format included in the Annual Return form	www.antony-pc.gov.uk/documents

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Financial regulations	www.antony-pc.gov.uk/documents
	Standing Orders	www.antony-pc.gov.uk/documents
	Finalised budget and Precept for 2025/2026	https://www.antony-pc.gov.uk/data/uploads/487_753366607.pdf
	Members' allowances and expenses	Any out of pocket expenses are recorded in the minutes of the Parish Council meetings when applicable www.antony-pc.gov.uk/meetings
	Grants given and received	Not held
	All items of expenditure above £100	Recorded in the minutes of the Parish Council meetings www.antony-pc.gov.uk/meetings
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews (Current and previous year as a minimum)	Annual governance statement in format included in the Annual Return form	www.antony-pc.gov.uk/documents
	Parish Plan	Neighbourhood plan: http://ramepeninsulaneighbourhoodplan.com
	Annual Report to Parish or Community Meeting	Not applicable
	Quality status	Not applicable
	Local charters drawn up in accordance with DLUHC's guidelines	Not applicable
	Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	ICO registration certificate – www.antony-pc.gov.uk/documents

	Assessment, Equality Impact Assessments etc), as appropriate and relevant	
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous council year as a minimum)	Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	www.antony-pc.gov.uk/meetings The date of the next meeting is noted at the end of the minutes of the most recent council meeting.
	Agendas of meetings	www.antony-pc.gov.uk/meetings
	Minutes of meetings	www.antony-pc.gov.uk/meetings
	Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Where applicable, they will be attached to the agenda.
	Responses to consultation papers	Any applicable responses will be noted in the minutes.
	Responses to planning applications	Any responses will be noted in the minutes and recorded as a consultee comment for the applicable property on the Cornwall Planning Portal (http://planning.cornwall.gov.uk/online-applications/)
	Bye-laws	Not applicable
Class 5 – Our policies and procedures	Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference 	Where available these are published here: www.antony-pc.gov.uk/documents

<p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>(Current information only)</p>	<ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 	
	<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Where available these are published here: www.antony-pc.gov.uk/documents</p>
	<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Where available these are published here: www.antony-pc.gov.uk/documents</p>
<p>Class 6 – Lists and Registers</p> <p>Information legally required to hold in</p>	<p>Assets register, including details of public land and building assets</p>	<p>An up to date asset register is included on every agenda: www.antony-pc.gov.uk/meetings</p>
	<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Contact the clerk: clerk@antony-pc.gov.uk</p>

publicly available registers (in most circumstances existing access provisions will suffice)	Register of members' interests	www.cornwall.gov.uk/people-and-communities/community-area-partnerships/south-east-cornwall/south-east-cornwall-town-and-parish-information/#antony
	Register of gifts and hospitality	Not applicable
Currently maintained lists and registers only.		
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only)	Allotments	Not applicable
	Burial grounds and closed churchyards	Not applicable
	Community centres and village halls	Contact Antony Village Hall and Wilcove Community Hall directly
	Parks, playing fields and recreational facilities	Antony play park: https://maps.app.goo.gl/7wNV45CX1TyphLiH6 Wilcove play park: https://maps.app.goo.gl/xhNrTEtqZSiUVDDE7
	Seating, litter bins, clocks, memorials and lighting	Not applicable
	Bus shelters, Markets, Public conveniences, Agency agreements	Not applicable
	Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable
Additional Information	Any additional information	For any information that cannot be found on the website please contact the clerk clerk@antony-pc.gov.uk

Information not itemised in the lists above		
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Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost of printing
	Photocopying @ 15p per sheet (colour)	Actual cost of printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		Actual cost of printing