

**CROWMARSH PARISH COUNCIL
PUBLICATION SCHEME**

Agreed 4th April 2013, Minute No. 4072 (c)

The aim of this scheme is:

- To publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by Crowmarsh Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Information available from Crowmarsh Parish Council under the publication scheme

| Information | How the information can be obtained | Cost |
|---|--|-------------------|
| Class 1 - Who we are and what we do | | |
| Who's who on the Council | Hard copy from Clerk Website | 15p/sheet Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used)) | Hard copy from Clerk | 15p/sheet |
| 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) | | |
| Annual return form and report by auditor | Hard copy from Finance Officer | 15p/sheet |
| Finalised budget | Hard copy from Finance Officer | 15p/sheet |
| Precept | Hard copy from Clerk | 15p/sheet |
| Financial Standing Orders and Regulations | Hard copy from Clerk | 15p/sheet |
| Grants given and received | Hard copy from Clerk | 15p/sheet |
| List of current contracts awarded and value of contract | Hard copy from Finance Officer | 15p/sheet |
| Members' allowances and expenses | Hard copy from Clerk | 15p/sheet |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (Not in existence at the current time) | | |
| Annual Report to Parish Meeting | Hard copy from Clerk | 15p/sheet |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council and parish meetings) | Hard copy from Clerk Website | 15p/sheet Free |
| Agendas of meetings (as above) | Hard copy from Clerk Website | 15p/sheet Free |

| Information | How the information can be obtained | Cost |
|---|--|---------------------------|
| Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting.</i> | Hard copy from Clerk Website Abbreviated version in Crowmarsh News | 15p/sheet Free Free |
| Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i> | Hard copy from Clerk | 15p/sheet |
| Responses to consultation papers | Hard copy from Clerk | 15p/sheet |
| Responses to planning applications | Hard copy from Clerk | 15p/sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business: Procedural standing orders | Hard copy from Clerk | 15p/sheet |
| Code of Conduct | Hard copy from Clerk | 15p/sheet |
| Policies and procedures for the provision of services and about the employment of staff. | | |
| Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy from Clerk | 15p/sheet |
| Data protection policies | Hard copy from Clerk | 15p/sheet |
| Schedule of charges for the publication of information | Hard copy from Clerk | 15p/sheet |
| Class 6 – Lists and Registers | | |
| Assets Register | Hard copy from Finance officer | 15p/sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Inspection only | |
| Register of members' interests held at SODC offices | Inspection only | |
| Register of gifts and hospitality held at SODC offices | Inspection only | |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments: Rents, Rental agreements, insurance | Hard copy from Finance Officer | 15p/sheet |
| Parks, playing fields and recreational facilities, pavilion | | |
| Seating, litter bins, clocks, memorials and lighting, bus shelters | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees | Hard copy from Clerk | 15p/sheet Free |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |

Contact details: Mrs Susan Rance, Clerk, 2 Home Farm, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8EL Tel 01491 839170 Email susanrance@btinternet.com

Mr Tim Owen, Finance Officer, 1 Brewer Close, Steventon, Abingdon Oxfordshire OX13 6SX. Tel 01235 531763 Email owentd@talk21.com Website address: www.crowmarshgifford.org.uk

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 side (black & white A4 only) | Actual cost incurred by the public authority |
| Statutory Fee | Postage | Actual cost of Royal Mail standard 2 nd class |

