

**CROWMARSH PARISH COUNCIL
PUBLICATION SCHEME**

Agreed 7th April 2016, Minute No. 4451(d)

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	Website 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	SODC website 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 by SODC	Inspection only	
Register of gifts and hospitality held by SODC	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

Ms C M Malcolm, Finance Officer, 68a Greenmere, Brightwell cum Sotwell, Oxfordshire OX13 6SX.

Tel 07584 169 028 Email cpc.finance@outlook.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

