

**CROWMARSH PARISH COUNCIL
PUBLICATION SCHEME**

Agreed 7th April 2022, Minute No. 5294(e) and amended 9th May 2024, Minute No. 5595(h)

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 The Council will provide additional information as necessary. | | |

Contact details: Mrs Susan Rance, Clerk, 2 Home Farm, Crowmarsh Gifford, Wallingford, Oxon OX10 8EL Tel 01491 839170 Email crowmarshparishclerk@gmail.com
Dr Yvonne Peet, Finance Officer, 113 The Street, Crowmarsh Gifford, Wallingford, Oxon OX10 8EF. Tel 0779 857 2982 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 |

