

Information available from ROWINGTON Parish Council under the model publication scheme

Revised 8 August 2017

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Community website – www.rowingtonpc.org.uk	
Who's who on the Council and its Committees	www.rowingtonpc.org.uk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	www.rowingtonpc.org.uk	
Location of main Council office and accessibility details	www.rowingtonpc.org.uk	
Staffing structure	www.rowingtonpc.org.uk	
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) Current and previous financial year as a minimum	Hard copy available from Clerk	
Annual return form and report by auditor	Hard copy available from Clerk at Parish Office	

Finalised budget	Hard copy available from Clerk	
Precept	Hard copy available from Clerk	
Financial Standing Orders and Regulations	Hard copy available from Clerk	
Grants given and received	Hard copy available from Clerk	
List of current contracts awarded and value of contract	Hard copy available from Clerk	
Members' allowances and expenses	Hard copy available from Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	www.rowingtonpc.org.uk	
Parish Plan (current and previous year as a minimum)	Website and/or Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.rowingtonpc.org.uk or Hard copy from Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Reports presented to council meetings - nb this will exclude information that is	Hard copy or website	

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Responses to consultation papers	Hard copy from Clerk	
Responses to planning applications	Hard copy from Clerk or District Council website www.warwickdc.gov.uk	
Bye-laws	Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy from Clerk	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy from Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) 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	
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)		

Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy - some information may only be available by inspection	
Assets Register	Clerk	
Disclosure log	Clerk	
Register of members’ interests	Clerk	
Register of gifts and hospitality	Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk and Responsible Financial officer:

Nicola Everall

Tel 01564 785145 or 07940 476727

Email: clerk@rowingtonpc.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost
	Photocopying @ per sheet (colour)	Not available
	Postage Current Royal Mail standard charges	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation