

**Information available from ROWINGTON Parish Council under the model publication scheme**

Reviewed on 9 June 2022

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Community website – <a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a>	
Who's who on the Council and its Committees	<a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a>	
Location of main Council office and accessibility details	<a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a>	
Staffing structure	<a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a>	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	<b>Hard copy available from Clerk</b>	
Annual return form and report by auditor	<b>Hard copy available from Clerk at Parish Office</b>	
Finalised budget	<b>Hard copy available from Clerk</b>	
Precept	<b>Hard copy available from Clerk</b>	
Financial Standing Orders and Regulations	<b>Hard copy available from Clerk</b>	
Grants given and received	<b>Hard copy available from Clerk</b>	
List of current contracts awarded and value of contract	<b>Hard copy available from Clerk</b>	
Members' allowances and expenses	<b>Hard copy available from Clerk</b>	
Parish Plan (current and previous year as a minimum)	<b>Website and/or Clerk</b>	
Annual Report to Parish or Community Meeting (current and previous year as a	<a href="http://www.rowingtonpc.org.uk">www.rowingtonpc.org.uk</a> or	

minimum)	<b>Hard copy from Clerk</b>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>Hard copy or website</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<b>Hard copy or website</b>	
Agendas of meetings (as above)	<b>Hard copy or website</b>	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<b>Hard copy or website</b>	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<b>Hard copy or website</b>	
Responses to consultation papers	<b>Hard copy from Clerk</b>	
Responses to planning applications	<b>Hard copy from Clerk or District Council website <a href="http://www.warwickdc.gov.uk">www.warwickdc.gov.uk</a></b>	
Bye-laws	<b>Clerk</b>	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>Hard copy from Clerk</b>	
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	<b>Hard copy from Clerk</b>	
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)	<b>Hard copy from Clerk</b>	

Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<b>Hard Copy - some information may only be available by inspection</b>	
Assets Register	Clerk	
Disclosure log	Clerk	
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	<b>(Hard copy or website; some information may only be available by inspection)</b>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, bus shelters,		

**Tel 01564 785145 or 07940 476727**

**Email: [clerk@rowingtonpc.org.uk](mailto:clerk@rowingtonpc.org.uk)**

#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation