

Information available from Croughton Parish Council under the model publication scheme
Contact details: Clerk to Croughton Parish Council, Croughton Village Hall, Wheelers Rise, Croughton, Northants NN13 5ND
 Tel: 01869 819905 Email: clerk@croughton.org.uk Website: www.croughton.org.uk

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) This will be current information only		
Who's who on the Council and its Committees	Website Hardcopy from Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and newsletter	Free
Location of Council office and accessibility details	Website and newsletter	Free
Staffing structure	Website Hardcopy from Clerk	Free 10p per 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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hardcopy from Clerk	Free 10p per sheet
Finalised budget	Website Hardcopy from Clerk	Free 10p per sheet
Precept	Website Hardcopy from Clerk	Free 10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hardcopy from Clerk	Free 10p per sheet
Grants given and received	Hardcopy from Clerk	10p per sheet
List of current contracts awarded and value of contract	Hardcopy from Clerk	10p per sheet
Chairman's Allowance; Mileage reimbursement	On request from the Clerk	

Signed: _____

Reviewed: 14th December 2015

Date of next Review: September 2017

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	Website: www.croughton.org.uk Hardcopy from Clerk By inspection through the Clerk	Free 10p per sheet In line with national policy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Croughton Plan 2013-2030 (draft) (current and previous year as a minimum)	Website and Newsletter Hardcopy from Clerk	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and Newsletter Hardcopy from Clerk	Free 10p per sheet
Quality status - January 2011 – December 2014 Local Council Award Scheme- Free Foundation status January 2015 – December 2015	Inspection through Clerk	
Local charters drawn up in accordance with DCLG guidelines	<i>Not applicable</i>	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hardcopy or website) www.croughton.org.uk Website Hardcopy from Clerk	
Agendas of meetings (as above)	Website and notice boards	Free
Minutes of meetings (as above) – Excludes information that is properly regarded as private to the meeting	Website Hardcopy from Clerk	Free 10p per sheet
Reports presented to council meetings - Excludes information that is properly regarded as private to the meeting	<i>Not available</i>	
Responses to consultation papers	See Minutes/on application from the Clerk	10p per sheet
Responses to planning applications	Hardcopy from Clerk	10p per sheet
Bye-laws	<i>Not applicable</i>	

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Class 5 – Our policies and procedures		
<i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
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: Training Statement of Intent; Charitable Giving Statement Risk Assessment Procedure Corporate Complaints procedure Equal Opportunities Policy	Website: Hardcopy from Clerk n/a- No Committees/Sub-Committees Standing Orders/Financial Regs Website: Hardcopy from Clerk Website: Hardcopy from Clerk Website: Hardcopy from Clerk Website: Hardcopy from Clerk Website: Hardcopy from Clerk	Free;10p per sheet Free;10p per sheet Free;10p per sheet Free;10p per sheet Free;10p per sheet Free;10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: i) Allotment Gardens – Policy, Rules and Tenancy Agreement ii) Advertising on the Website and in the Newsletter Policy iii) Cemetery Policy, including Fee Tariff Internal instructions to staff and 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)	i) Website;Hardcopy from Clerk ii) Website;Hardcopy from Clerk iii) Website;Hardcopy from Clerk <i>Not available</i> <i>Not available</i> <i>Not available</i> <i>Not available</i> <i>Not available</i>	Free;10p per sheet Free;10p per sheet Free;10p per sheet
Information security policy	Hardcopy through Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	In progress but see also Risk Assessment Procedure	
Data protection policies	Data in public domain	
Community Engagement Strategy	Website Hardcopy from the Clerk	Free 10p per sheet

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Emergency Response Plan - Excludes annexes and contact details of Emergency Response Team)	Website Hardcopy from the Clerk	Free 10p per sheet In line with national policy
Schedule of charges (for the publication of information)	As specified in this Guide	
<u>Type of charge</u>	<u>Basis of charge</u>	<u>Actual Cost</u>
1. Disbursement charge:	Photocopying @ 10p per sheet in black and white	Incurred by CPC Royal Mail 2 nd class
2. Statutory Fee:	Postage	In accordance with relevant legislation
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection through Clerk	
Assets Register	Website; Inspection thro' Clerk	Free
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 through Clerk	
Register of members' interests	Inspection through Clerk	
Register of gifts and hospitality	Inspection through Clerk	
	Inspection through Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments (see also Class 5 – Our Policies and Procedures)	Inspection through Clerk	
Burial grounds and closed churchyards	Website; Inspection thro' Clerk	Free
Community centres and village halls- please contact Croughton Playing Field and Village Hall	Managed by CPF&VH	
Parks	Inspection through Clerk	
Playing fields and recreational facilities- please contact Croughton Playing Field and Village Hall	Managed by CPF&VH	
Seating, litter bins, memorials and lighting	Inspection through Clerk	
Clocks	<i>None</i>	
Bus shelters	Inspection through Clerk	

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Markets	<i>None</i>	
Public conveniences	<i>None</i>	
Agency agreements	Inspection through Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Inspection through Clerk	
Additional Information: (not itemised in the lists above)		