

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

| Information to be published                                                                                                                                                                                                                                                           | How the information can be obtained                     | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Community website –<br/><b>www.rowington.org</b></p> |      |
| <p>Who's who on the Council and its Committees</p>                                                                                                                                                                                                                                    | <p><b>www.rowington.org</b></p>                         |      |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>                                                                                                                                         | <p><b>www.rowington.org</b></p>                         |      |
| <p>Location of main Council office and accessibility details</p>                                                                                                                                                                                                                      | <p><b>www.rowington.org</b></p>                         |      |
| <p>Staffing structure</p>                                                                                                                                                                                                                                                             |                                                         |      |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     | <p><b>Hard copy available from Clerk</b></p>            |      |

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| 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                                                   |  |
| Borrowing Approval letter                                                                                                                        |                                                                                  |  |
| 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                                                   |  |
|                                                                                                                                                  |                                                                                  |  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website)                                                           |  |
| Parish Plan (current and previous year as a minimum)                                                                                             | Steering Group – Chair Mr Nick Holmes 01564 783784 & website.                    |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                            | <a href="http://www.rowington.org">www.rowington.org</a> or Hard copy from Clerk |  |
| Quality status                                                                                                                                   |                                                                                  |  |
| Local charters drawn up in accordance with DCLG guidelines                                                                                       |                                                                                  |  |
|                                                                                                                                                  |                                                                                  |  |
| <b>Class 4 – How we make decisions</b>                                                                                                           | Hard copy or website                                                             |  |

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| (Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                                                                                        |                                                                                                                            |  |
| 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<br/><a href="http://www.warwickdc.gov.uk">www.warwickdc.gov.uk</a></b> |  |
| Bye-laws                                                                                                                                                                                                          |                                                                                                                            |  |
|                                                                                                                                                                                                                   |                                                                                                                            |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only                             | <b>Hard copy from Clerk</b>                                                                                                |  |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct | <b>Hard copy from Clerk</b>                                                                                                |  |

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| Policy statements                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                          |  |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <b>Hard copy from Clerk</b>                                              |  |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |  |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                          |  |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                          |  |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                          |  |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>                                                                                                                                                                                                                                                                                                                                                                                        | <b>Hard Copy - some information may only be available by inspection)</b> |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                                                                                                                                                                                                                                                                                                      |                                                                          |  |
| Assets Register                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                          |  |
| 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)                                                                                                                                                                                                                                                                                                                        |                                                                          |  |
| Register of members' interests                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |  |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                          |  |

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| <p><b>Class 7 – The services we offer</b><br/>         (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p><b>(Hard copy or website; some information may only be available by inspection)</b></p> |  |
| 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                                                                                                                                                                                                         |                                                                                            |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                                                                                     |                                                                                            |  |
|                                                                                                                                                                                                                           |                                                                                            |  |
| <p><b>Additional Information</b><br/>         This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>                                                          |                                                                                            |  |
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**Contact details:**

**Clerk and Responsible Financial officer:**

**Mrs Allyson Coleman**

**The Paddocks**

**Narrow Lane**

**Lowsonford**

**Henley in Arden B95 5HN**

**Tel 01926 842981**

**Email: AllysonColeman@aol.com**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

| <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                                        | Actual cost of Royal Mail |

|                      |                                     |                                                                        |
|----------------------|-------------------------------------|------------------------------------------------------------------------|
|                      | Current Royal Mail standard charges | standard 2 <sup>nd</sup> class                                         |
| <b>Statutory Fee</b> |                                     | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>         |                                     |                                                                        |
|                      |                                     |                                                                        |

\* the actual cost incurred by the public authority