



Information available from Cromhall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Free
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 Hard copy	Free 12p per sheet
Finalised budget	Website - minutes Hard copy	Free 12p per sheet
Precept	Website - minutes Hard copy	Free 12p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 12p per sheet
Grants given and received	Website - minutes Hard copy	Free 12p per sheet
List of current contracts awarded and value of contract	Website	Free



	Hard copy	12p per sheet
Members' allowances and expenses	Website Hard copy	12p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Local Council Award Scheme	Not applicable	
Business Plan	Website Hardcopy	Free 12p per sheet
Annual action plan	Under review	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.		
Timetable of meetings	Website Hard copy	Free Free
Agendas of meetings	Website Hard copy	Free 12p per sheet
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 12p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Displayed at meetings Hard copy	Free 12p per sheet
Responses to consultation papers	Website - minutes	Free
Responses to planning applications	Website - minutes	Free



Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Policies and procedures for the conduct of council business: Standing orders Code of Conduct Financial Regulations	Website Hard copies	Free 12p per sheet
Policies and procedures for the provision of services: Complaints policy Grant policy Conditions for use of playing fields Risk Management	Website Hard copy	Free 12p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 12p per sheet
Data protection/Information security policies	Website Hard copy	Free 12p per sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 12p per sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)

Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice):	Not applicable	
Assets Register	Website Hard copy	Free 12p per sheet
Register of members' interests	On inspection On South Gloucestershire Council website	
Register of gifts and hospitality	On inspection	



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.

Parks, playing fields and recreational facilities	Website Hard copy	Free 12p per sheet
Seating	Website Hard copy	Free 12p per sheet
Bus shelters	Website Hard copy	Free 12p per sheet

Contact details:

The Clerk

Cromhall Parish Council

c/o 25 Parkfield Rank

Pucklechurch

South Glos BS16 9NR

Email: clerk@cromhallpc.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 @ 12p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority