

# Information available from Cropwell Bishop Parish Council under the model publication scheme

Adopted: November 2009

Reviewed: March 2015

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Hard copy available from Clerk Website/Newsletter	5p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy available from Clerk Website/Newsletter	5p per sheet Free
Location of main Council office and accessibility details	Hard copy available from Clerk Website/Newsletter	5p per sheet Free
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy available from Clerk Website	5p per sheet Free
Finalised budget	Hard copy available from Clerk Website	5p per sheet Free
Precept	Hard copy available from Clerk	5p per sheet
Borrowing Approval letter	Hard copy available from Clerk	5p per sheet
Financial Standing Orders and Regulations	Hard copy available from Clerk Website	5p per sheet Free
Grants given and received	Hard copy available from Clerk	5p per sheet
Community Grant Policy & Application Form	Hard copy available from Clerk Website	5p per sheet Free
List of current contracts awarded and value of contract	Hard copy available from Clerk	5p per sheet
Members' allowances and expenses	N/A	

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy available from the clerk. Website	5p per sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy available from the clerk. Website/Newsletter	5p per sheet Free
Agendas of meetings (as above)	Hard copy available from the clerk. Website/Newsletter	5p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the clerk. Website/Newsletter	5p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the clerk.	5p per sheet
Responses to consultation papers	Hard copy available from the clerk.	5p per sheet
Responses to planning applications	Hard copy available from the clerk RBC Website <a href="https://planningonline.rushcliffe.gov.uk/online-applications/">https://planningonline.rushcliffe.gov.uk/online-applications/</a>	5p per sheet
Bye-laws	RBC Website	

<b>Class 5 – Our policies and procedures</b>		
<b>Policies and procedures for the conduct of council business:</b>		
Procedural standing orders	Hard copy available from the Clerk Website	5p per sheet Free
Committee and sub-committee terms of reference	Hard copy available from the Clerk	5p per sheet
Delegated authority in respect of officers	N/A	
Code of Conduct	Hard copy available from the Clerk Website	5p per sheet Free
Policy statements	Hard copy available from the Clerk	5p per sheet
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
Internal policies relating to the delivery of services	Hard copy available from the Clerk	5p per sheet
Equality and diversity policy	Hard copy available from the Clerk	5p per sheet
Health and safety policy	Hard copy available from the Clerk Website	5p per sheet Free
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Hard copy available from the Clerk	5p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy available from the Clerk Website	5p per sheet Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard copy available from the Clerk	5p per sheet
Schedule of charges (for the publication of information)	See below	

<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	N/A	
Assets Register	Hard copy from the Clerk Website	5p per sheet Free
Disclosure log	N/A	
Register of members' interests	Available from Monitoring Officer at RBC	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b>		
Allotments	Contact Clerk for details/Parish Plan	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Contact Clerk for details	
Parks, playing fields and recreational facilities	Contact Clerk for details	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk for details	
Bus shelters	Contact Clerk for details	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

### **Contact details:**

Janice Towndrow, The Old School, Fern Road, Cropwell Bishop, Nottingham NG12 3BU  
 Tel: 0115 9894656, email: [clerk@cropwellbishop-pc.gov.uk](mailto:clerk@cropwellbishop-pc.gov.uk) Website: [cropwellbishop-pc.gov.uk](http://cropwellbishop-pc.gov.uk)

### **SCHEDULE OF CHARGES**

Photocopying: 5p per sheet – approx. cost  
 Postage: Actual cost  
 Other: Actual cost