

## INFORMATION AVAILABLE FROM CROMHALL PARISH COUNCIL

| Version | Date adopted | Minute ref:   | Details / Key Changes                                                                   | Review due   |
|---------|--------------|---------------|-----------------------------------------------------------------------------------------|--------------|
| 1.0     | 11/05/2022   | 11/05/22 9a   | Based on the Model Publication Scheme provided by the Information Commissioner's Office |              |
| 1.1     | 27/2/2024    | 2024/02/8.1.5 | Updated contact details                                                                 |              |
| 1.2     | 25/02/2025   | 2025/02/10.5  | Re-adopted, no changes                                                                  |              |
| 1.3     | 20/01/2026   | 2026/01/10.2  | Updated contact details. Added website address.                                         | January 2027 |

Information on the council's website can be found at [www.cromhall-pc.gov.uk](http://www.cromhall-pc.gov.uk). Details of how to request information not listed here can be found on the Freedom of Information page: <https://cromhall-pc.gov.uk/requesting-information-from-the-council/>

### Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

| Information to be published                                                                                                     | How the information can be obtained | Cost         |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------|
| Who's who on the Council                                                                                                        | Website<br>Hard copy                | Free<br>Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and/or email address) | Website<br>Hard copy                | Free<br>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.

| Information to be published               | How the information can be obtained | Cost                  |
|-------------------------------------------|-------------------------------------|-----------------------|
| Annual return form and report by auditor  | Website<br>Hard copy                | Free<br>12p per sheet |
| Adopted budget                            | Website<br>Hard copy                | Free<br>12p per sheet |
| Precept                                   | Website – in minutes<br>Hard copy   | Free<br>12p per sheet |
| Standing Orders and Financial Regulations | Website<br>Hard copy                | Free<br>12p per sheet |

|                                                         |                                |                       |
|---------------------------------------------------------|--------------------------------|-----------------------|
| Grants given and received                               | Website - minutes<br>Hard copy | Free<br>12p per sheet |
| List of current contracts awarded and value of contract | Website<br>Hard copy           | Free<br>12p per sheet |
| Members' allowances and expenses                        | Website<br>Hard copy           | Free<br>12p per sheet |

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

| <b>Information to be published</b>                                       | <b>How the information can be obtained</b> | <b>Cost</b>           |
|--------------------------------------------------------------------------|--------------------------------------------|-----------------------|
| Parish Plan (current and previous year as a minimum)                     | Website<br>Hard copy                       | Free<br>12p per sheet |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website<br>Hard copy                       | Free<br>12p per sheet |
| Local Council Award Scheme                                               | Not applicable                             |                       |
| Business Plan                                                            | Website<br>Hardcopy                        | Free<br>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.

| <b>Information to be published</b>                                                                                                   | <b>How the information can be obtained</b> | <b>Cost</b>           |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------|
| Timetable of meetings                                                                                                                | Website<br>Hard copy                       | Free<br>Free          |
| Agendas of meetings                                                                                                                  | Website<br>Hard copy                       | Free<br>12p per sheet |
| Minutes of meetings – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>                   | Website<br>Hard copy                       | Free<br>12p per sheet |
| Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i> | Displayed at meetings<br>Hard copy         | Free<br>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.

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

## **Class 6 – Lists and Registers**

Currently maintained lists and registers only

| <b>Information to be published</b>                                                                                                                   | <b>How the information can be obtained</b>                | <b>Cost</b>           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------|
| 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<br>Hard copy                                      | Free<br>12p per sheet |
| Register of members' interests                                                                                                                       | On inspection<br>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.

| Information to be published                       | How the information can be obtained | Cost                  |
|---------------------------------------------------|-------------------------------------|-----------------------|
| Parks, playing fields and recreational facilities | Website<br>Hard copy                | Free<br>12p per sheet |
| Seating                                           | Website<br>Hard copy                | Free<br>12p per sheet |
| Bus shelters                                      | Website<br>Hard copy                | Free<br>12p per sheet |

Contact details:

The Clerk

Cromhall Parish Council

Email: [clerk@cromhall-pc.gov.uk](mailto:clerk@cromhall-pc.gov.uk)

Phone: (01454) 837271

## 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 <sup>nd</sup> class |

\* the actual cost incurred by the public authority