

**Information available from Cawston Parish Council under the Model
Publication Scheme - adopted 14th January 2009 at Meeting number 027**

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>This will be current information only</p>	<p>Telephone 01788 519563 Available from Parish News, Notice Boards and from the Parish Office</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>As Above</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>As Above</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>52 Ratliffe Road, Rugby, Warwickshire, CV22 6HB Open Monday and Wednesday 09.00 to 13.00 or by appointment.</p>	<p>N/A</p>
<p>Staffing Structure</p>	<p>Parish Clerk is sole employee</p>	<p>N/A</p>

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	Hard Copy	Standard Photocopy charges
Finalised budget	Hard Copy	As above
Precept	Hard Copy	As above
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Hard Copy	As above
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members allowances and expenses	Hard Copy	As above
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	N/A	
Annual Report to Parish Meeting	Hard Copy	As above
Quality Status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 - How we make our 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)	Notice Boards and Parish Office	Free
Agendas for meetings (as above)	As above	Free
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	As above	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Standard photocopy charge
Responses to consultation papers	Hard Copy	As above
Responses to planning applications	Hard Copy	As above
Bye-laws	N/A	

<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy	Standard photocopy charges for hard copies
<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 Equality and diversity policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)</p>	Hard Copy	Standard photocopy charges
<p>Information security policy</p>	Hard Copy	As above
<p>Records management policies (records retention, destruction and archive)</p>	Hard Copy	As above
<p>Data Protection policies</p>	Hard Copy	As above
<p>Schedule of charges (for the publication of information)</p>	See below	

Class 6 - Lists and Registers Currently maintained lists and registers only	(hard copy: 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)		
Assets Register	Hard Copy	Standard photocopy charges
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)	N/A	
Register of members' interests	Hard Copy	Standard photocopy charges
Register of gifts and hospitality	Hard Copy	Standard photocopy charges

Class 7 - The service we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy: some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centre and village halls	N/A	
Parks, playing fields and recreational facilities	Services from Rugby Borough Council	
Seating, litter bins, clocks, memorials and lighting	Some services from Parish Council some from Rugby Borough Council	
Bus Shelters	N/A	
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:	N/A	

Contact details: Contact The Clerk on 01788 519563 to make an appointment

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of th Actual cost

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 12p per sheet (Colour)	Actual cost
	Postage	Actual Cost of Royal Mail Standard 2nd class
Statutory Fee		In accordance with the relevant legislation (Quote the actual statute)
Other		

GENERAL

The information is available from the sources above and we will endeavour, but not guarantee due to technical issues, to make information available via the website.