



ASTON ROWANT PARISH COUNCIL - PUBLICATION SCHEME

Community engagement is supported by the Freedom of Information Act, regulations and codes that require the council to be transparent about its activities

Information available from Aston Rowant Parish Council under this publication scheme

Documents may be viewed at no cost by prior arrangement with the clerk: clerk@astonrowntparishcouncil.gov.uk

If a hardcopy is required, a charge will be made to cover costs and is detailed in the schedule of charges below.

This publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information shown in the table below, where this information is held by the authority.

The scheme commits the parish council:

1. To publish, or otherwise make available as a matter of routine, information which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made available.
7. To make this publication scheme available to the public.
8. Make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
9. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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

Who's who on the Council	Website Hardcopy	Free See below
Members of Committees	Website Hardcopy	Free See below
Contact details for Parish Clerk and Council members	Website Hardcopy	Free See below

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 Hardcopy	Free See below
Finalised budget	Website Hardcopy	Free See below
Precept	Website Hardcopy	Free See below
Financial Standing Orders and Regulations Website	Website Hardcopy	Free See below
Grants Given and Received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See below
Members' allowances and expenses	Part of income & expenditure	

Information to be Published**How the Information can be Obtained Cost****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 Hardcopy	Free See below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy	Free See below
Minutes of meetings with action points notated thereon.	Website Hardcopy	Free See below

Class 4 – How we make decisionsDecision 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)	Website (part of minutes and agendas of meetings)	Free
Agendas of meetings	Website Hardcopy	Free See below
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See below
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See below
Responses to consultation papers	Hardcopy	See below
Responses to planning applications	Via SODC Web site Planning Portal	As per SODC

Information to be Published**How the Information can be Obtained****Cost****Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities. (Current information only)

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none">● Communications.● Illegal and Unauthorised Encampments.● Climate Emergency.● Risk Management.● Privacy (GDPR)● Biodiversity and Environment.● I.T.● Small Purchases.● Metal detecting.● Standing Orders.● Financial Regulations.● Pre-Paid Card.● Code of Conduct.● Internal Controls.● Retention of Documents and Records.● Public Participation at Meetings.● Disciplinary & Grievance Policy.● Risk Management Policy.● Equality, Diversity & Inclusion Policy.● Privacy and Data Protection policies.● Health & Safety Policy.● Grants & Donations Policy.● Planning Procedures.● Home Working and Risk Assessment Policy.● Social Media and Communications Policy.● Training and Development Policy.	Website Hardcopy	Free See below
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Information to be Published**How the Information can be Obtained****Cost****Class 6 – Lists and Registers**

Assets Register	Website Hardcopy	Free See below
Register of members' interests	SODC website Hard Copy	Free See below

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)

<ul style="list-style-type: none"> ● Kingston Blount Play Area. ● Kingston Blount Village Hall (Managed by the Hillwerke Recreational Trust) ● Kingston Blount recreation ground/sport field. ● Fiveways natural/wild area. ● Litter and Dog bins. ● Grass cutting of verges and open spaces. 	Website.	
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Schedule of Charges

This describes how the charges have been arrived at and is published as part of the guide. Note that documents may be viewed on the web site at no cost.

Documents may also be viewed at no cost by prior arrangement with the Clerk but if copies are required, a charge will be made to cover costs as per the following schedule.

- Photocopying @ 10p per sheet (black and white)
- Photocopying @ 15p per sheet (colour)
- Postage – Actual cost of Royal Mail standard 2nd class postage charge in accordance with current charges.