

# Information available from Cumnor Parish Council under the model publication scheme (Issue 2)

Information to be published	How the information can be obtained
<b>Who we are and what we do</b> Who's who on the Council  and its Committees: Burial, Finance, Highways, Planning and Recreation & Playing Fields.	On the Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> all notice boards in the parish. On the Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and the main parish notice board at Cumnor PO/Stores.
Contact details for Parish Clerk and Council members	On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and notice boards in the parish.
Location of main Council office and accessibility details	8 Sand View, Faringdon, Oxon SN7 7UT. Appointments to be made in advance.
Staffing structure	1 employee – the Clerk.
<b>What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous six financial years.	Hard copies available from the Clerk. From the Clerk to the Parish Council.
Annual return form and report by auditor	Available to view on the website.
Finalised budget	From the Clerk to the Parish Council.
Precept	From the Clerk to the Parish Council.
Borrowing Approval letter	Not applicable: the Council currently has no borrowing.
Standing Orders and Financial Regulations	Available to view on the website.
Grants given and received	Available to view on the website.
List of current contracts awarded and value of contract	From the Clerk to the Parish Council.
Members' allowances and expenses	From the Clerk to the Parish Council.
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Not applicable.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk to the Parish Council.
Quality status	Not applicable.
Local charters drawn up in accordance with DCLG guidelines	Not applicable.
<b>How we make decisions</b> Decision making processes and records of decisions Current and previous council year as a minimum	Minutes of Council and Committees: On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and from the Clerk to the Parish Council.
Timetable of Council meetings	On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and from the Clerk to the Parish Council.
Agendas of Council meetings	On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and from the Clerk to the Parish Council.
Minutes of Council meetings	On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and from the Clerk to the Parish Council.
Timetable of Committee meetings	On Council website <a href="http://cumnorparishcouncil.org.uk">cumnorparishcouncil.org.uk</a> and from the Clerk to the Parish Council.
Agendas of Committee meetings	
Minutes of Committee meetings	
Reports presented to council meetings	From the Clerk to the Parish Council.
Responses to consultation papers	From the Clerk to the Parish Council.

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Responses to planning applications	On Council website cumnorparishcouncil.org.uk and from the Clerk to the Parish Council.
Bye-laws	None at present.
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On Council website cumnorparishcouncil.org.uk and from the Clerk to the Parish Council.
Policies and procedures for the provision of services and about the employment of staff:	In accordance with nationally agreed terms and conditions.
Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable. As required. As required. As required. By request to the Clerk - 21 days' notice. To the Council via the Clerk.
Information security policy	Not applicable.
Records management policies (records retention, destruction and archive)	On Council website cumnorparishcouncil.org.uk and from the Clerk to the Parish Council.
Data protection policies	As legally required.
Schedule of charges for the publication for information	See below.
<b>Lists and Registers</b> Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the Clerk to the Parish Council.
Assets Register	On Council website cumnorparishcouncil.org.uk and from the Clerk to the Parish Council.
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)	Not held.
Register of members' interests	From the Clerk to the Parish Council or VWHDC.
Register of gifts and hospitality	From the Clerk to the Parish Council or VWHDC.
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	Not applicable
Burial grounds	From the Clerk to the Parish Council.
Community centres and village halls	Not applicable
Playing fields and recreational facilities	From the Clerk to the Parish Council.
Seating, litter bins, clocks, memorials and lighting	From the Clerk to the Parish Council.
Bus shelters	From the Clerk to the Parish Council.
Markets	Not applicable.
Public conveniences	Not applicable.
Agency agreements	Not applicable.

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A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk to the Parish Council.
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details:**

**Ms Tina Brock**  
**Clerk to Cumnor Parish Council**  
**8 Sand View**  
**Faringdon**  
**SN7 7UT**  
**Tel: 01367 240407**  
**Mobile: 07375 422750**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and is published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	Applicable hourly rate.	Council's time spent on providing information* and supervisory access.

- The actual cost incurred by the Parish Council

Adopted by Cumnor Parish Council on 2/2/2015  
Reviewed 23 October 2018  
Adopted by Cumnor Parish Council 05/11/2018