

CROWLE PARISH COUNCIL

Clerk: Sharon Brett. 58, Froxmere Rd, Crowle, Worcester, Worcs WR7 4AL
e-mail cpcwych@hotmail.co.uk tel. 01905 381430

PUBLICATION SCHEME Background

*A document that details items of information/policy/rules used by the Parish Council in it's normal course of business,
and which are freely available to the public*

- Parish Council's must comply with the Freedom of Information Act 2000 and Environmental Information Regs 2004 which aim to ensure that PC's are transparent and engage with their electors so that they can represent them properly, provide services and improve lives.
- The public have a right to know about the activities of the Council and the Council must be proactive in providing information. A request in writing for information, whether that is written documents, computer files, e-mails, photos, letters must be responded to within 35 days.
- The Information Commissioners Office (ICO) requires that PC's have a 'Publication Scheme' (this NALC/ICO template is suggested as a basis) and this is available for the public to view on the PC website. A notice must be displayed to inform the public that the PC has adopted the ICO Publication Scheme, what information it contains and where to access it.
- It is good practice to publish *all* policies for electors or signpost them by other means.
- A Records retention/Archiving Policy is also recommended.
- The PC must register with the ICO annually.

If a member of the Public wishes to have a hard copy of any of the documents mentioned in the Publication Scheme, this can be arranged for a printing fee of 5p per side of A4 (+ postage if necessary,) by contacting the clerk by phone, e-mail or in person at the above addresses.

Information available from Crowle Parish Council under the model publication Scheme

Information to be published	Where and how it can be obtained
<p>1 WHO WE ARE AND WHAT WE DO</p> <p>CLERK/RFO Sharon Brett 381430 cpcwych@hotmail.co.uk Office at 58, Froxmere Rd, Crowle</p> <p>The clerk is an employee of the Parish Council and organises, records and acts on all decisions made by them. They are a contact point for parishioners and ensures that information for the community is displayed on noticeboards and on the website. They are also responsible for finances (RFO)</p> <p>MEMBERS OF THE COUNCIL</p> <p>There are 9 parish Councillors altogether: Chair, Vice Chair and 7 councillors who all have roles on other committees which are allocated each year. Elections are held every 4 years in line with District. (next May 2019)</p> <p>Other Roles</p> <p>Field Caretaker Speedwatch Co-ordinator Parish Paths Warden Parish Lengthsman District Councillor County Councillor Crowle Charities Crowle 10k organiser Chair, Crowle Parish Hall Trust Lead, Crowle Community Shop</p> <p>Website details</p> <p>www.crowle-online.co.uk</p>	<p>Contact details are available on Crowle-online website, in Parish noticeboards and in the Parish Magazine, the Crowle Cryer</p> <p>Registers of interests for Councillors are available via a link on the Crowle-online website</p>

Committees and terms of reference

Name of committee	Field Management Committee FMC	Finance and Risk Committee F&R	Land Management Committee LMC
Members	2 Parish Councilors, Field Caretaker, Tennis, Bowls and Football representatives, Clerk	The Chair of the PC plus at least 2 other Councillors and RFO.	2 Councillors
Quorum	3 (excl clerk)	3	2 (excl clerk)
Meetings	3-4 times per year as needed	3-4 times per year	1-2 times per year as reqd
Roles	Oversees management of playing field and playground. Ensuring both are kept in good order and meets necessary Health and Safety standards. Oversees and manages contract for field and surrounds site maintenance.	Oversees all financial arrangements of council. Ensures council remains within budget. Works with RFO to set budget – including precept. Considers and identifies any potential risks.	Oversees management of land and personnel under the auspices of the parish council – parish garden, green pool, other small areas of grass, allotments, tree warden, parish paths warden and parish Lengthsman
Powers	Report to full council for approval of major decisions, projects and expenditure	Report to full council for approval of major decisions, projects and expenditure	Report to full council for approval of major decisions, projects and expenditure
Delegated Powers	Extra Field Cuts Use of Field for parking	Approval of non-regular expenditure less than £.... Approval of regular payments and employees expenses.	Inspection of land and allotments.

Other committees and sub-committees may occasionally be set up to deal with specific issues such as staffing/recruitment, large projects or events.

The Parish Council may invite non-councilors to join specific committees where their expertise or involvement is needed or beneficial.

Minutes of PC or committee meetings are available in hard copy on request. PC meeting minutes are published on the PC website.

2 WHAT WE SPEND AND HOW WE SPEND IT

The Parish Council holds 3 bank accounts; The Community Account which is used for most everyday business, The Playing Field Account which covers the Field, Playground, courts and 10k, and a Reserves Account which is set aside for contingencies.

The accounts are managed on a day to day basis by the Responsible Financial Officer (The RFO) who is also the clerk. The Council and RFO follow Financial Regulations based on the model set by the National Associations of Local Councils (NALC) which comply with key legislation such as the Accounts and Audit Regulations. All payments (cheque or internet) are approved by Councillors before they are made, and reports of all financial transactions and bank reconciliations are made at each PC meeting.

Budgeting and financial planning are undertaken by the Finance and Risk Group to inform the request to the District Council for Precept each year and this is then calculated as a tax for Parishioners. Money raised from the precept is spent according to the needs of the community to maintain and insure land and facilities, pay loans and salaries and run the business of the Council.

The Council has a Risk Schedule for all its activities (including financial,) and holds an Asset and Liability Register which is used to assess insurance needs each year.

The Council has several current contracts: e.g. Lengthsman, Field Maintenance Company, Payroll and website.

The Council currently has 3 loans with the Public Works Loan Board which were taken out to fund the purchase of land and construction of the Village Hall and playing Fields between 1998 and 2004. These mature between 2024 and 2028 and are combined together with 2 payments being made each year on 1st June and 1st December of £5170.84. The total outstanding as of April 2017 was £74,492.94

All accounts are available from the Clerk.

The annual return and conclusion of audit for the last financial year is available on the website and this includes the internal and external auditor's reports.

These documents are available by e-mail or in hard copy from the clerk.

Available on request in hard copy if needed.

3 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

There is a Parish Plan for the period 2008-2020 – available on the website or from the Clerk in hard copy.

The minutes of the last Annual Parish Meeting show reports and a summary of the work that the Parish Council do and other organisations in the village. Each year, this Parish Meeting is held in April in the village hall and is open to all. It is widely advertised in the Crowle Cryer, on noticeboards and the website.

Minutes available in hard copy if requested or from Crowle-online website.

4 HOW WE MAKE DECISIONS

PC Meetings COMMITTEE ROOM, CROWLE PARISH HALL, CHURCH RD, CROWLE, WORCS. WR7 4AL 7.30pm

These are held every other month on a Thursday evening beginning in January.

There is an additional meeting in April which is the **Annual Parish Meeting**

Other committees meet periodically 2-4 times per year to discuss issues relevant to that time of year and report to full council for approval of major decisions, projects and expenditure.

STANDING ORDERS OF THE COUNCIL and DELEGATION SCHEME

Standing Orders are the written rules of a local Council, subject to many Statutory requirements, and show how it is run and organised. Model standing orders for Crowle PC have been prepared using the NALC model.

PLANNING

Responses from the PC to Planning applications are available by searching on the Wychavon website planning portal <https://plan.wychavon.gov.uk/>. Local planning application numbers are reported in the Crowle Cryer and in Noticeboards and recent applications are also discussed and minuted at each PC meeting.

PC Meeting dates are publicised in the monthly Parish Magazine and also on the noticeboards.

An agenda for the next meeting is displayed on noticeboards and website.

Minutes of the last PC meeting are available on the website and in hard copy on request.

Available on request in hard copy.

Meeting minutes, noticeboards, Crowle Cryer

5 OUR POLICIES AND PROCEDURES

Standing Orders & Delegation Scheme

Code of Conduct

Information Management including Freedom of Information requests & Information security/Data Protection, records and archives.

Privacy Statement

(Health and Safety

Complaints – being updated)

These are all be available from the Clerk.

<p>6 LISTS AND REGISTERS</p> <p>Assets register – available from the Clerk Register of members interests - http://mgov.wychavon.gov.uk/modern.gov/mgParishCouncilDetails.aspx?!D=534&LS=3</p>	<p>Hard copy or e-mail Link to Wychavon website from Crowle-online</p>
<p>7 THE SERVICES WE OFFER</p> <p>Allotments Playing Field and sports facilities Playground Benches Litter bins Dog waste bins Rented Land War memorial <i>(Parish Hall – run by Crowle Parish Hall Trust and not the Council)</i></p>	