

## Information available from Rowton Parish Council under the model publication scheme

Information to be published	How the information can be obtained Website or Hard Copy	Cost 10p per sheet
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<b>Class 2 – 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 financial year as a minimum		

Annual return form and report by auditor	Website	
Finalised budget	Hard copy	
Precept	Website	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
<b>Class 4 – How we make decisions</b> (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)	Website	
Agendas of meetings (as above)	Website/Notice Boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Notice Boards	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	

<b>Class 5 – 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 Code of Conduct Policy statements	Hard Copy Hard Copy Hard Copy	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
<b>Class 6 – 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)		
Assets Register	Website	

**Contact details:**

Christine Davies  
Clerk to Rowton Parish Council  
3 Durban Avenue  
Christleton  
Chester  
CH3 6AL

Tel: 01244 335996 / 07969 217327

Email: [rowtonclerk@hotmail.co.uk](mailto:rowtonclerk@hotmail.co.uk)

Website: [www.rowtonparishcouncil.org.uk](http://www.rowtonparishcouncil.org.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide. Actual cost\* is the actual cost incurred by the Council

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost includes provision of paper, printing ink and Clerk's time
	Postage	Actual cost of Royal Mail 2nd class postage