

Information available from **Church Aston Parish Council** under the model publication scheme – part 2

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>Contact information for the Clerk available on website. Link to Councillor DPI forms on CAPC website. Hard copies on request</p>
<p>Who's Who on the Council</p>	<p>Website, parish noticeboard and newsletter</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Contact details for individual councillors on request.</p>
<p>Location of main Council office and accessibility details</p>	<p>Mail address available on parish council page at TWC and available on request.</p>
<p>Staffing structure</p>	<p>Website</p>
<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</p>	<p>Hard copy on request and website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy on request and website</p>
<p>Finalised budget</p>	<p>Hard copy on request</p>
<p>Precept</p>	<p>Hard copy on request</p>

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Financial Standing Orders and Regulations	Hard copy on request and website
Grants given and received	Hard copy on request and newsletter
List of current contracts awarded and value of contract	Hard copy on request
Members' expenses and allowances	Hard copy on request

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)	Hard copy on request
Chairs Annual Report to Annual Parish Meeting (current and previous year as a minimum)	Hard copy on request
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings	Website, parish noticeboard and parish newsletter
Agendas of meetings (as above)	Website and parish noticeboard
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy on request
Responses to consultation papers	Hard copy where available
Responses to planning applications	TWC planning portal
Class 5 – Our policies and procedures (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	Hard copy on request and website

Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy
Policies and procedures for the provision of services and about the employment of staff: 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 – publication scheme part 1 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy Hard copy Hard copy and website Hard copy Hard copy
IT policy	Hard copy
Retention scheme (records retention, destruction and archive)	Hard copy
Privacy Notice	Hard copy
Schedule of charges (for the publication of information) – publication scheme part 2	Hard copy and website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Asset Register	Hard copy
Register of members' interests	Hard copy and link on website
Register of gifts and hospitality	Hard copy
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	
MUGA	Hard copy

Planters	Hard copy
Brockton Memorial	Hard copy
Litter bins (any purchased by CAPC are on TWC land and managed by TWC)	Hard copy record of purchase
Street lighting	Hard copy

Contact details:

Parish Clerk: Mrs Kathryn Goodwin

Tel: 07813 283438

Email: clerk@churchastonparishcouncil.gov.uk

Website: www.churchaston-pc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish.
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

This policy was adopted on: *Monday 2nd March 2026*

Period of review: Annual