



CRICK
Parish Council

PUBLICATION SCHEME

CLASS 1 – Who we are and what we do (Organisational information, structures, locations, contacts)		
Information	How information can be obtained	Cost
Who is who on the Council and its Committees	Website / Hard Copy	Free / see charging structure below
Contact details for Parish Clerk	Website / Hard Copy	Free / see charging structure below
Council correspondence address	Website / Hard Copy	Free / see charging structure below
Location of Parish Office and accessibility details	Website/Hard Copy	Free / see charging structure below
Staffing structure	Website / Hard Copy	Free / see charging structure 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)		
Information	How information can be obtained	Cost
Annual return form (AGAR)	Website / Hard Copy	Free / see charging structure below
Internal / External Audit Reports	Website / Hard Copy	Free / see charging structure below
Approved budget	Website / Hard Copy	Free / see charging structure below
Precept	Website / Hard Copy	Free / see charging structure below
Financial Regulations	Website / Hard Copy	Free / see charging structure below
Standing Orders	Website / Hard Copy	Free / see charging structure below
Quarterly financial reports (budget versus expenditure)	Website / Hard Copy	Free / see charging structure below
Grants given and received	Website / Hard Copy	Free / see charging structure below
List of current contracts awarded and value	Website / Hard Copy	Free / see charging structure below

List of current loans and balance outstanding	Website / Hard Copy	Free / see charging structure below
Members Allowances	Website / Hard Copy	Free / see charging structure below

CLASS 3 – What are priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Information	How information can be obtained	Cost
Neighbourhood Plan	Website / Hard Copy	Free / see charging structure below
Annual Report to Parish Meeting	Website / Hard Copy	Free / see charging structure below

CLASS 4 – How we make our decisions (Decision making processes and records of decisions)		
Information	How information can be obtained	Cost
Timetable of meetings	Website / Hard Copy	Free / see charging structure below
Agendas of meetings	Website / Hard Copy	Free / see charging structure below
Minutes of meetings	Website / Hard Copy	Free / see charging structure below
Reports presented to meetings – note this will exclude information that is properly regarded as private to the meeting	Website / Hard Copy	Free / see charging structure below
Responses to consultation papers – note, contained within minutes	Website / Hard Copy	Free / see charging structure below
Responses to planning applications - note, contained within minutes	Website / Hard Copy	Free / see charging structure below
Bye-laws	www.westnorthants.gov.uk	Free

CLASS 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our service and responsibilities)		
Information	How information can be obtained	Cost
<i>Policies and procedures for the conduct of council business:</i>		
Standing Orders	Website / Hard Copy	Free / see charging structure below
Code of Conduct	Website / Hard Copy	Free / see charging structure below

Committee Terms of Reference	Website / Hard Copy	Free / see charging structure below
Co-option Procedure	Website / Hard Copy	Free / see charging structure below
Policy Statements	Website / Hard Copy	Free / see charging structure below
<i>Policies and procedures for the provision of services:</i>		
Business Continuity Policy	Website / Hard Copy	Free / see charging structure below
Burial Ground Policy	Website / Hard Copy	Free / see charging structure below
Complaints Procedure	Website / Hard Copy	Free / see charging structure below
<i>Policies and procedures about the employment of staff:</i>		
Dignity at Work Policy	Website / Hard Copy	Free / see charging structure below
Disciplinary Procedure	Website / Hard Copy	Free / see charging structure below
Equality and Diversity Policy	Website / Hard Copy	Free / see charging structure below
Grievance Procedure	Website / Hard Copy	Free / see charging structure below
Health and Safety Policy	Website / Hard Copy	Free / see charging structure below
Recruitment Policy	Website / Hard Copy	Free / see charging structure below
Training Statement of Intent	Website / Hard Copy	Free / see charging structure below
<i>Policies and procedures about information requests and data protection:</i>		
CCTV Policy	Website / Hard Copy	Free / see charging structure below
GDPR Regulations Data Protection Policies	Website / Hard Copy	Free / see charging structure below
Procedure for Access to Information and Schedule of Charges	Website / Hard Copy	Free / see charging structure below
Records Retention Policy	Website / Hard Copy	Free / see charging structure below

CLASS 6 – Our Lists & Registers (Currently maintained lists and registers only)		
Information	How information can be obtained	Cost
Assets Register	Website / Hard Copy	Free / see charging structure below
Register of members interests and granted dispensations	Website / Hard Copy	Free / see charging structure below
Register of gifts and hospitality	None to date	N/A

CLASS 7 – The Services We Offer (Information about the services we offer, including regulations, policies, procedures and land owned)		
Information	How information can be obtained	Cost
Allotments	Contact information available from Clerk	Free
Burial Ground / Closed Churchyard including fees	Website / Hard Copy	Free / see charging structure below
Crick Community Sports Centre	Contact information available from Clerk	Free
Crick Playing Fields Association	Contact information available from Clerk	Free
Crick Woodlands	Contact information available from Clerk	Free
Deeds / covenants	Hard Copy	See charging structure below
Newsletter	Website / Hard Copy	Free / Free
Street Furniture	Website / Hard Copy	Free / see charging structure below

Schedule of Charges		
Type of Charge	Description	Basis of Charge
Disbursement Charge	Hard copy photocopying / printing	20p per sheet
Disbursement Charge	Postage	Actual Cost of Royal Mail 2 nd Class

*the actual cost incurred by the public authority

Contact Details		
Postal Address	Email	Telephone
The Clerk & RFO Crick Parish Council The Old School Church Street Crick Northampton NN6 7TP	clerk@crickparishcouncil.org.uk	01788 823040