

## Information available from Ampney Crucis Parish Council

### Purpose of this document:

Ampney Crucis Parish Council complies with the Transparency Code for Smaller Authorities as published by the Dep't for Communities & Local Government in December 2014.

In addition, this document, based on the Model Publication Scheme published by the Information Commissioner's Office, sets out the ways by which information related to the activities of Ampney Crucis Parish Council may be accessed.

Ampney Crucis Parish Council does not maintain its own website, but is instead a contributor to the Ampney Crucis village website, accessible at [www.ampneycrucis.org](http://www.ampneycrucis.org). In addition, Ampney Crucis residents and organisations (including the Parish Council) can access two additional communications channels:

- The Village Network – an e-mail driven messaging network to which anyone may subscribe, free of charge, by e-mailing [Psst@ampneycrucis.org.uk](mailto:Psst@ampneycrucis.org.uk); and
- The Ampney Times – a local newsletter serving Ampney Crucis, Ampney St Peter and Ampney St Mary 6 times each year. Paper copies are distributed to all properties within the village settlements and electronic copies are sent to anyone requesting them.

Information listed in this document as accessible through the Ampney Crucis village website is also available, upon request to the Parish Clerk.

Information supplied in electronic form (e.g. as an attachment to an e-mail response, shall be provided free of charge. Where paper copies are requested, they may be subject to a charge payable in advance, to cover print costs & postage. Details of those charges are listed below (Schedule of Charges).

Ampney Crucis Parish Council reserves the right to withhold any information that may properly be regarded as being private to the individual that provided it or to the meeting at which the information was provided or discussed.

Information to be published	Parish Council's response, and how the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	We encourage villagers to speak to any Parish Councillor on any matter related to the Parish and Parish Council business.
Contact details for Parish Clerk and Council members	All details are published on the village website.
Venue for Parish Council meetings and accessibility details	<p>Ampney Crucis Village Hall, GL7 5RY is the venue for most Parish Council meetings, as advised in the Agenda that is published on the village website at least 7 days before each meeting.</p> <p>The Hall has good disabled access and some, limited parking.</p>

<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	<p>In respect of the previous financial year, the village website provides links to the following:</p> <ul style="list-style-type: none"> <li>• Our annual return and report by auditor</li> <li>• Governance statements</li> <li>• Statement of Accounts and bank reconciliation &amp; reserves</li> <li>• Details of contracts that were awarded by, or were current at the end of the previous financial year.</li> </ul> <p>In respect of the current financial year, the village website provides links to the following Parish Council documents:</p> <ul style="list-style-type: none"> <li>• our summarised financial position as at the latest reporting date</li> <li>• our cumulative expenditure against budget.</li> </ul> <p>The latter document also provides details of the current year’s income (including our precept) and budget.</p> <ul style="list-style-type: none"> <li>• Presentation and adoption of all of the above are also minuted at the relevant meetings.</li> </ul>
Borrowing Approval letter	Not applicable
Grants given and received	Not normally applicable, but details of any grants received or given shall be reported as part of the report to the annual Parish Meeting, the minutes of which are accessible on the village website.

Financial Standing Orders & Regulations, and Code of Conduct	The village website provides links to the current documents.
List of current contracts awarded and value of contract	Details of contracts awarded by the Parish Council that are still current at the end of the previous financial year are accessible via a link on the village website, under Reporting & Governance.
Members' allowances and expenses	<p>a) No Parish Councillors are entitled to, or claim allowances; and</p> <p>b) Expenses claimed in the last financial year are accessible on the village website, under 'Reporting &amp; Governance'.</p>

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	<p>The Parish Council has no defined plan for the village. However, consideration is being given to development of a strategic plan for Ampney Crucis in which case the Parish Council shall consult with village residents before any presentation to the Annual Parish Meeting.</p> <p>The Agenda for each Parish Council meeting includes time at which village residents may ask questions or make contributions. In addition, the Annual Parish Meeting provides residents with a platform to raise concerns or</p>

	make proposals to the Parish Council for consideration and action.
Annual Report to Parish or Community Meeting	The Annual Reports given to the most recent and previous Annual Parish Meetings are accessible through links on the village website, on the Parish Council Meetings page.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Dates of planned and extraordinary PC Meetings (including the Annual Parish Meeting) are usually determined at the November Parish Council meeting for the following calendar year. They are then published on the website, and on Village Noticeboards.
Agendas of meetings (as above)	The Agenda for any scheduled or Extraordinary PC Meeting and the Annual Parish Meeting are published on the website, and on Village Noticeboards.
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Draft Minutes are published on the website within one month of the relevant Meeting, and following that meeting, the previous Minutes are updated on the website, as “Approved” by the PC, amended if necessary, as a consequence of their review.
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	The existence of any Reports presented shall be recorded in the relevant PC Minutes.

	<p>Where such reports have been provided in paper or electronic form, copies are retained by the Parish Clerk, and are accessible on request, subject to payment of any related reproduction and postage costs.</p> <p>Details of verbal reports are only retained to the extent of records contained in the Minutes of the relevant meeting.</p>
<p>Responses to consultation papers</p>	<p>Approaches received from Cotswold District Council, Gloucestershire County Council or other organisations are circulated to Parish Councillors as received.</p> <p>Where the expiry date for comment is after the next scheduled Parish Council Meeting, the request shall be published on the Agenda of that meeting, the matter shall be discussed and a response will be agreed and sent, if necessary.</p> <p>Where the expiry date for comment is prior to the next scheduled Parish Council Meeting, Parish Councillors have the opportunity to contribute to any formal response on behalf of the Parish Council, brief details of which shall be recorded on the Minutes of the following meeting.</p> <p>In all cases, any response submitted by the Parish Council may be accessed by contacting the organisation that originally requested consultation.</p> <p>If the item is considered to be of wider interest or concern for residents, and the Parish Councils believes that individual consultation may be appropriate or is required,</p>

	<p>details may be circulated using The Village Network, or if time allows, The Ampney Times.</p>
<p>Responses to planning applications</p>	<p>Details of planning applications received from Cotswold District Council are circulated to Parish Councillors as received.</p> <p>Where the expiry date for comment is <u>after</u> the next scheduled Parish Council Meeting, details of the application shall be published on the Agenda of that meeting when the application shall be discussed and if necessary, a response shall be agreed and sent.</p> <p>Where the expiry date for comment is <u>before</u> the next scheduled Parish Council Meeting, one of three Parish Councillors with special responsibility for Planning Matters shall canvass the views of other Parish Councillors, and shall then prepare an appropriate response.</p> <p>All applicants are encouraged to seek guidance from CDC Planning Officers and/or to contact members of the Parish Council before making any application, especially if any aspect of the application is likely to be contentious.</p> <p>Brief details of any response from the Parish Council is recorded in the Minutes of the relevant or following Meeting, and is therefore directly accessible through the website, as well as through the CDC Planning Portal.</p>

<b>Class 5 – Our policies and procedures</b>	
<p>Policies and procedures for the conduct of council business:  Current versions of the Parish Council’s Standing Orders, Financial Regulations and Code of Conduct and any other policy statements (if applicable):</p>	<p>All are accessible at the Parish Council’s Reporting &amp; Governance page on the village website.</p> <p>Our Parish Council has delegated responsibility to up to three Councillors to ensure appropriate consultation and submission of responses on Planning Applications. Please contact the Parish Clerk for relevant names and contact details.</p>
<p>Policies and procedures for the procurement and provision of services, and about the employment of staff:</p>	<p>The Parish Council employs a part-time Parish Clerk. In addition, we procure and retain the services of contractors as required.</p> <p>When selecting contractors to deliver services on a one-off or irregular basis, or for larger contracts of a repeated or regular basis, the Parish Council’s procedure is laid down in Standing Orders, a copy of which is accessible on the village website.</p> <p>Requests for tenders in respect of new contracts or for renewal of existing contracts are advertised locally, using village noticeboards, the village website and The Ampney Times.</p>
<p>Policies and procedures for handling requests for information</p>	<p>All requests for information not directly accessible through the village website should be addressed to the Parish Clerk using the address listed on the village website.</p>



Complaints procedures (including those covering requests for information and operating the publication scheme)	<p>Any complaints should in the first instance be addressed to the Parish Clerk and to the Chairperson of the Parish Council. In both cases, their contact details are listed on the village website.</p> <p>In the event that any complainant believes their complaint has not been handled appropriately, they should pursue the matter with the Monitoring Officer at Cotswold District Council.</p>
Information security & data protection policy	Please contact the Parish Clerk
Records management policies (records retention, destruction and archive)	Please contact the Parish Clerk
Schedule of charges for the provision of information	Please see the Schedule of Charges below.

<p><b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)</p>	
<p>Burials Register</p>	<p>The Parish Clerk maintains a Burials Register in respect of the village Burial Ground. Details are accessible upon request, subject to payment of any related reproduction and postage costs.</p> <p>The Parish Council accepts no responsibility for the completeness or accuracy of the Register in respect of burials or interments of ashes prior to 2010.</p>
<p>Assets Register</p>	<p>Current details are accessible through the village website</p>
<p>Disclosure log (indicating the information that has been provided in response to requests)</p>	<p>Maintained by the Parish Clerk</p>
<p>Register of members' interests</p>	<p>A Register of Members' Interests is maintained by Cotswold District Council, and is accessible at <a href="http://www.cotswold.gov.uk">www.cotswold.gov.uk</a></p>

Register of gifts and hospitality

Such incidents are very rare, but are nevertheless addressed at the commencement of each Parish Council meeting, when Councillors are asked to declare if they:

- a) have any declarable interests in the work of the Parish Council's meeting; or
- b) have been given or offered any gifts or hospitality; or
- c) have offered or given any gifts or hospitality in connection with the activities of the Parish Council.

<b>Class 7 – The services we offer</b>	
Burial grounds and closed churchyards	Records of the closed churchyard at the Church of the Holy Rood are accessible through the Churchwarden. Conditions and Fees related to the Burial Ground are accessible through the village website.
Community centres and village halls	The Village Hall is owned and managed by a committee that is independent of the Parish Council. Details may be accessed through a link on the village website.
Parks, playing fields and recreational facilities	<p>Recreational facilities as follows are owned or managed as follows:</p> <ol style="list-style-type: none"> <li>1. The Village Cricket Ground is owned by the Cricket Club, details accessible through a link on the village website;</li> <li>2. The Playing Field is managed by the Village School, for which there is a link on the website;</li> <li>3. The Children’s Playground is managed by a committee of villagers, and is accessible to anyone that wishes to use the facility. Contact details for a committee member may be obtained by contacting the Parish Clerk.</li> </ol>

	<p>There are also two village defibrillators located outside the Village Hall and the Village School.</p> <p>The War Memorial is at the south-western end of the Village Street, close to the bridge over the Ampney Brook.</p> <p>As a rural village, street lighting is limited, concentrated upon areas of recent development (The Pleydells, School Lane and Dudley Farm).</p> <p>Roadside footpaths are also limited and intermittent.</p>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Details accessible through the website
Seating, litter bins, clocks, memorials and lighting	Benches, litter bins and dog waste bins are provided at various points in the village.

### CONTACT DETAILS:

Please go to the Parish Councillors page on the Ampney Crucis village website ([www.ampneycrucis.org.uk](http://www.ampneycrucis.org.uk)) for current contact details for the Parish Clerk and Parish Councillors.

### SCHEDULE OF CHARGES: (These charges may vary in line with material costs and/or changes to relevant regulations)

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/Printing @ 5p per single sided sheet (black & white)	Assessed actual cost incurred by the Parish Council
	Photocopying/Printing @15p per single sided sheet (colour)	Assessed actual cost incurred by the Parish Council
	Electronic media (CD ROM, memory stick, etc) plus packaging	Actual cost as evidenced by receipt

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Time costs</b>	Finding, retrieving, collating and editing information to respond, £25 per hour, maximum £450 (or as varied by current FOIA regulations).	Freedom of Information Act regulations