



## Information available from Cronton Parish Council under the model publication scheme *(adopted on 09 May 2023 and updated in November 2020)*

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Hard copy – contact Clerk Council website	5p/sheet Free
Contact details for Parish Clerk and Council members	Shop – notice board Council website Hard copy – contact Clerk	Free Free 5p/sheet
Location of main Council office and accessibility details	Council website Hard copy – contact Clerk	Free 5p/sheet
Staffing structure	Hard copy – contact Clerk	5p/sheet
<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> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Council website Hard copy – contact Clerk	Free 5p/sheet
Finalised budget	Council newsletter Council website Hard copy – contact Clerk	Free 5p/sheet

Precept	Council newsletter Council website Hard copy – contact Clerk	Free Free 5p/sheet
Borrowing Approval Letter	NA	
Financial Regulations	Council website Hard copy – contact Clerk	Free 5p/sheet
Grants given and received	Hard copy – contact Clerk	5p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet
Members' allowances and expenses	Please note that Cronton Parish Council <u>do not currently pay</u> any Members Allowances or Expenses, other than a small fixed allowance for the Chairman covering his expenses for carrying out his functions – Hard Copy – contact Clerk	5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Cronton Parish Council does not have a Parish Plan. See Knowsley Council Local Plan (Knowsley Council website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Council website Hard copy – contact Clerk	Free 5p/sheet
Quality status	NA	
Local charters drawn up in accordance with DCLG guidelines	NA	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Shop – notice board Council newsletter Council website Hard copy – contact Clerk</p>	<p>Free Free Free 5p/sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Shop – notice board Council Website Hard copy – contact Clerk</p>	<p>Free Free 5p/sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Council website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet</p>
<p>Bye-laws</p>	<p>Enforced by Knowsley MBC Contact Knowsley MBC</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct</p>	<p>Council website</p> <p>Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk</p>	<p>Free</p> <p>5p/sheet 5p/sheet 5p/sheet 5p/sheet</p>

Privacy Policy Policy statements	Council website Hard copy – contact Clerk	Free 5p/sheet
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 Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies	Hard copy or by visual inspection – contact Clerk	5p/sheet
Schedule of charges (for the publication of information)	This document	
<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)	Not applicable	
Assets Register	Hard copy – contact Clerk	5p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held by Cronton Parish Council	
Register of members' interests	Principal authority's website Hard copy – contact Clerk Or by visual inspection	Free 5p/sheet
Register of gifts and hospitality	Principal authority's website Hard copy – contact Clerk Or by visual inspection	Free 5p/sheet

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)          Current information only</p>		
Allotments	Cronton Parish Council do not have any allotments	
Burial grounds and closed churchyards	Cronton Parish Council do not have burial grounds	
Community centres and village halls	Cronton Parish Council do not manage centres and halls	
Parks, playing fields and recreational facilities	By visual inspection – Contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk Or by visual inspection	5p/sheet Free
Bus shelters	Cronton Parish Council do not manage bus shelters	
Markets	There is no market in Cronton	
Public conveniences	There is no public conveniences in Cronton	
Agency agreements	Cronton Parish Council do not have agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Village newsletter	Delivered to all households in Cronton Council website Hard copy – contact Clerk	Free  Free

## Contact details:

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Parish Clerk  
Cronton Parish Council  
Cronton  
Knowsley  
Merseyside WA8 5BZ

Answer phone number: 07547 908 795

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	No colour copying
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	
<b>Other</b>	Not applicable	

\* the actual cost incurred by the public authority