

# Rotherfield Peppard Parish Council: Publication Scheme 2019-20

The following information is available from the Parish Clerk. In some cases the information is also available on the [rppc.org.uk](http://rppc.org.uk) website and the Council's village notice boards, outside the Unicorn pub and in the Stoke Row Road bus shelter opposite Peppard Stores.

Information to be published		Also available on	
		rppc.org.uk website	Notice board
<b>Who we are and what we do</b>	Who's who on the Council and its Committees	y	
	Contact details for Clerk and Council members	y	
	Staffing structure		
<b>What we spend &amp; how we spend it</b>	Annual return form and report by auditor	y	
	Finalised budget	y	
	Precept	y	
	Financial Standing Orders and Regulations	y	
	Grants given and received	*	
	Members' allowances and expenses	*	
<b>Our Priorities</b>	Community Survey Results 2011	y	
<b>How we make decisions</b>	Timetable of meetings	y	y
	Agendas of up-coming Full Council and Annual Parish meetings	y	y
	All meeting Agendas	y	
	Minutes of meetings**	y	
	Reports presented to council meetings**	*	
	Responses to consultation papers	*	
	Responses to planning applications - Included minutes	*	
<b>Lists and Registers</b>	Assets Register	y	
	Disclosure log		
	Register of members' interests	y	
	Register of gifts and hospitality	*	
<b>Our policies and procedures</b>	Procedural standing orders	y	
	Committee and sub-committee terms of reference	y	
	Delegated authority in respect of officers	y	
	Code of Conduct	y	
	Complaints procedures	y	
	Equal Opportunity policy		
	Health and Safety policy		
	Recruitment policies (including current vacancies)		
	Information Security policy		
	Data protection policy		
<b>The services we offer</b>	Bus shelters. Village Benches, Dog bins		
	Trustees for The Sports Pavilion & Field, Rotherfield Peppard Charity		

\* Included in minutes.

\*\* Excluding information that is properly regarded as private to the meeting

## CHARGES:

Unless otherwise stated, the charge for all other information will be calculated according to photocopying, printing and postage. The requestor will be send a fees notice and the information will be sent when payment is received.

## CONTACT DETAILS:

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