

## Information available from Shinfield Parish Council Under the Model Publication Scheme

| Information to be published   | How the information can be obtained | Cost              |
|---|-------------------------------------|-------------------|
| <b>Category 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts – current information only)    |                                     |                   |
| Who's who on the Council and its Committees   | Web site<br>Hard copy               | Free<br>15p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with address, telephone number and email address (if used)) | Web site<br>Hard copy               | Free<br>15p/sheet |
| Location of main Council office and accessibility details   | Web site<br>Hard copy               | Free<br>15p/sheet |
| Staffing structure  | Hard copy                           | 15p/sheet         |
|   |                                     |                   |

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|--|--------------------------------------|---------------------------|
| <p><b>Category 2 – What we spend and how we spend it</b><br/>(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> | <p>Electronic copy<br/>Hard copy</p> | <p>Free<br/>15p/sheet</p> |
| Annual return form and report by auditor   | <p>Noticeboard<br/>Hard copy</p>     | <p>Free<br/>15p/sheet</p> |
| Finalised budget   | Hard copy                            | 15p/sheet                 |
| Precept  | Hard copy                            | 15p/sheet                 |
| Financial Standing Orders and Regulations  | <p>Web site<br/>Hard copy</p>        | <p>Free<br/>15p/sheet</p> |
| Grants given and received  | Hard copy                            | 15p/sheet                 |
| List of current contracts awarded and value of contract  | Hard copy                            | 15p/sheet                 |
| Members' allowances and expenses   | Hard copy                            | 15p/sheet                 |
|  |                                      |                           |
| <p><b>Category 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>  |                                      |                           |
| Draft Neighbourhood Plan 2015-26   | <p>Web site<br/>Hard copy</p>        | <p>Free<br/>15p/sheet</p> |
| Annual Report to Parish Meeting (current and previous year as a minimum)   | <p>Web site<br/>Hard copy</p>        | <p>Free<br/>15p/sheet</p> |
| Quality Status   | <p>Web site<br/>Hard copy</p>        | <p>Free<br/>15p/sheet</p> |
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| <b>Category 4 – How we make decisions</b><br>(Decision making processes and records of decisions – current and previous council year)   |                              |                   |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Web site<br>Hard copy        | Free<br>15p/sheet |
| Agendas of meetings (as above)  | Hard copy<br>Electronic copy | 15p/sheet<br>Free |
| Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.   | Web site<br>Hard copy        | Free<br>15p/sheet |
| Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.  | Hard copy<br>Electronic copy | Free<br>15p/sheet |
| Responses to consultation papers  | Hard copy                    | 15p/sheet         |
| Responses to planning applications  | Web site<br>Hard copy        | Free<br>15p/sheet |
|   |                              |                   |
| <b>Category 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)                           |                              |                   |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct | Website<br>Hard copy         | Free<br>15p/sheet |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy<br/>Health and safety policy<br/>Policies and procedures for handling requests for information<br/>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Website/Electronic copy /<br/>Hard copy</p> | <p>Free<br/><br/>15p/sheet</p> |
| Record management policies (records retention, destruction and archive)  | Hard copy                                      | 15p/sheet                      |
| Data protection policies   | Website/Electronic copy<br>Hard copy           | Free<br>15p/sheet              |
| Schedule of charges (for the publication of information)   | Website/Electronic copy<br>Hard copy           | Free<br>15p/sheet              |
| <p><b>Category 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>  |  |                                |
| Assets Register  | Hard copy                                      | 15p/sheet                      |
| Register of members' interests   | Hard copy                                      | 15p/sheet                      |
| Register of gifts and hospitality  | Hard copy                                      | Inspection                     |
| <p><b>Category 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br/>Current information only</p>  |  |                                |

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|---|-----------------------|-------------------|
| Allotments  | Web site<br>Hard copy | Free<br>15p/sheet |
| Hall facilities for hire                                    | Web site<br>Hard copy | Free<br>15p/sheet |
| Parks, playing fields and recreational facilities           | Web site<br>Hard copy | Free<br>15p/sheet |
| Seating, litter bins, clocks, memorials and street lighting | Hard copy             | 15p/sheet         |
| Bus shelters  | Hard copy             | 15p/sheet         |
| <b>Additional Information</b>                               |                       |                   |
| Information that is not itemised in the lists above         |                       |                   |
| Local footpaths   | Hard copy (pamphlets) | Free              |

**Contact details:**

SHINFIELD PARISH COUNCIL: PARISH HALL, SCHOOL GREEN, SHINFIELD, READING, BERKSHIRE RG2 9EH

Tel. 0118 988 8220; Email [clerk@shinfieldparish.gov.uk](mailto:clerk@shinfieldparish.gov.uk)

**SCHEDULE OF CHARGES**

| TYPE OF CHARGE           | DESCRIPTION                                 | BASIS OF CHARGE   |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying @15p per sheet (black & white) | Actual cost *   |
|                          | Photocopying @20p per sheet (colour)        | Actual cost*  |
|                          | Postage min £0.54p                          | Actual cost of Royal Mail standard 2 <sup>nd</sup> Category |
| <b>Statutory Fees</b>    | -   | In accordance with the relevant legislation                 |

\* The actual cost incurred by the council

Adopted: November 2015