

Information available from Shinfield Parish Council Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Category 1 - Who we are and what we do (Organisational information, structures, locations and contacts – current information only)		
Who's who on the Council and its Committees	Web site Hard copy	Free 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 Hard copy	Free 15p/sheet
Location of main Council office and accessibility details	Web site Hard copy	Free 15p/sheet
Staffing structure	Hard copy	15p/sheet

<p>Category 2 – What we spend and how we spend it (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 Hard copy</p>	<p>Free 15p/sheet</p>
Annual return form and report by auditor	<p>Noticeboard Hard copy</p>	<p>Free 15p/sheet</p>
Finalised budget	Hard copy	15p/sheet
Precept	Hard copy	15p/sheet
Financial Standing Orders and Regulations	<p>Web site Hard copy</p>	<p>Free 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>Category 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Draft Neighbourhood Plan 2015-26	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>
Annual Report to Parish Meeting (current and previous year as a minimum)	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>
Quality Status	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>

Category 4 – How we make decisions (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 Hard copy	Free 15p/sheet
Agendas of meetings (as above)	Hard copy Electronic copy	15p/sheet Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy	Free 15p/sheet
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy Electronic copy	Free 15p/sheet
Responses to consultation papers	Hard copy	15p/sheet
Responses to planning applications	Web site Hard copy	Free 15p/sheet
Category 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website Hard copy	Free 15p/sheet

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

Allotments	Web site Hard copy	Free 15p/sheet
Hall facilities for hire	Web site Hard copy	Free 15p/sheet
Parks, playing fields and recreational facilities	Web site Hard copy	Free 15p/sheet
Seating, litter bins, clocks, memorials and street lighting	Hard copy	15p/sheet
Bus shelters	Hard copy	15p/sheet
Additional Information		
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

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd Category
Statutory Fees	-	In accordance with the relevant legislation

* The actual cost incurred by the council

Adopted: November 2015