

## Information available from Sonning Parish Council under the model publication scheme

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(website/or hard copy)	Free from website 10p per page
Who's who on the Council and its Committees	(website/or hard copy)	Free from website 10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(website/hard copy)	Free from website 10p per page
Location of main Council office and accessibility details	(website/hard copy)	Free from website 10p per page
Staffing structure	N/A	

<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) Current and previous financial year		
Annual return form and report by auditor	(website/hard copy)	Free from website 20p per page
Finalised budget	(website/hard copy)	Free from website 20p per page
Precept	(website/hard copy)	Free from website 20p per page
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	(website/hard copy)	Free from website 20p per page
Grants given and received	(hard copy)	20p per page
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	(hard copy)	£3

Annual Report to Parish or Community Meeting (current and previous year)	(website/hard copy)	Free from website 20p per page
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(website/hard copy)	Free from website 20p per page
Agendas of meetings (as above)	(website/hard copy)	Free from website 20p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(website/hard copy)	Free from website 20p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(website/hard copy)	Free from website 20p per page
Responses to consultation papers	(hard copy)	20p per page
Responses to planning applications	(hard copy)	20p per page
Bye-laws	(hard copy)	220p per page

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities) AN</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</p> <p>Code of Conduct  Policy statements</p>	<p>(Hard Copy)  (Hard Copy)  (Hard Copy)</p> <p>(Hard Copy)  N/A</p>	<p>£10  20p per page  “ “</p> <p>£5</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>		
<p>Information security policy</p>		

Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<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)	N/A	
Assets Register	(Hard Copy)	20p per page
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)		
Register of members' interests	(website/hard copy)	Free for website 20p per page
Register of gifts and hospitality	N/A	
<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		

Allotments	(Hard Copy)	Free from website 20p per page
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	(contained in asset register)	20p per page
Bus shelters	(contained in asset register)	20p per page
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:**

SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .20.p per sheet (black & white)	Actual cost *
	Photocopying (colour) N/A	
	Larger Documents – individual fee	Actual cost
	Postage	Actual cost of Royal Mail standard 2
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

<b>Other</b>		

\* the actual cost incurred by the public authority