



Theale Parish Council has adopted, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information in accordance with that scheme.

This publication scheme commits Theale Parish Council to make information available to the public as part of its normal business activities.

The Parish Council is responsible for the maintenance of this scheme.

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

Exempt material – Personal information in relation to Councillors (other than required to be declared in the Register of Interest), Personal Information in regard to employees and Tenders and Bids from contractors and suppliers.

Note – The Data Protection Legislation prohibits the publication of certain categories of information.

Information available from Theale Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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> <p>Who's who on the Council and its Committees</p>	(hard copy and/or website)	
	<p>Website</p> <p>Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>10p/sheet</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Email/Notice Board	Free
Location of main Council office and accessibility details	Website/Email/Notice Board	Free
Staffing structure	Website/Email	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free £2
Finalised budget	Hard copy	10p/sheet
Precept	Website (in minutes) Hard copy	Free 10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (2009)	Hard copy	Free + postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minuted) Hard copy	Free 10p/sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice board/Email Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website/Notice board/Email Hard copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Email Hard copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p/sheet
Responses to consultation papers	Website (in minutes)	Free
Responses to planning applications	Website (in minutes) & WBC Website Hard copy	Free 10p/sheet
Bye-laws	Hard copy – contact clerk	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy Email	10p/sheet Free
Committee and sub-committee terms of reference	Hard copy Email	10p/sheet Free
Delegated authority in respect of officers	Hard copy Email	10p/sheet Free
Code of Conduct	Website/Email Hard copy	Free 10p/sheet
Policy statements	Email	Free

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	10p/sheet
Equality and diversity policy	Website	Free
	Hard copy	10p/sheet
Health and safety policy	Hard copy	10p/sheet
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Hard copy	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
	Hard copy	10p/sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy	10p/sheet
Schedule of charges (for the publication of information)	See 'Schedule of Charges' below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by appointment	
Assets Register	Hard copy	10p/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)		
Register of members' interests	Website & WBC Website	Free
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments		
Burial grounds and closed churchyards	Email	Free

	Hard copy	10p/sheet
Community centres and village halls – (The Pavilion & John Cumber Hall)	Email Hard copy	Free 10p/sheet
Parks, playing fields and recreational facilities	Email Hard copy	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Hard copy	Free 10p/sheet
Bus shelters		
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Please contact the Parish Clerk, Jo Friend at:

Theale Parish Council Offices
The Pavilion
Englefield Road
Theale
Reading RG7 5AS

Phone: 0118 930 6592

Email: enquiries@tpcouncil.plus.com

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal.

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class or 1 st class if requested
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)

* actual cost incurred by the public authority

Adopted by Theale Parish Council on 6th March 2017
Review Date: periodically

Signed *Becky Williams*
Chair, Theale Parish Council 6th March 2017