

1. Purley on Thames Parish Council Publication Scheme

Information available from Purley on Thames Parish Council under the publication scheme devised and approved by the Information Commissioner.

Information to be published		
Class 1 – Who we are and what we do This will be current information only	How the information can be obtained	See cost schedule below
Who's who on the Council and its Committees	Hard copy or email from Clerk. Parish Council website.	Hardcopy 10p per sheet No charge for download from website
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address).	Hard copy or email from Clerk. Parish Council website.	Hardcopy 10p per sheet No charge for download from website
Location of main Council office and accessibility details	Purley on Thames Parish Council Parish Office Goosecroft Lane Off Beech Road Purley on Thames RG8 8DR Location plan and accessibility details on the website	No charge for download from website
Staffing Structure	Parish Council website	No charge for download from website

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)	How the information can be obtained	See cost schedule at bottom document
Current and previous financial year as a minimum		
Annual Return Form and report by auditor	Hard copy from Clerk. Parish Council website.	Hardcopy 10p per sheet No charge for download from website
Finalised budget	Hard copy or email from Clerk	Hardcopy 10p per sheet No charge for soft copy
Precept	Hard copy or email from Clerk	Hardcopy 10p per sheet No charge for soft copy
Borrowing Approval Letter	NONE	
Financial Standing Orders and Regulations	Hard copy from Clerk. Parish Council Website	Hardcopy 10p per sheet No charge for download from website
Grants given and received	Hard copy from Clerk. Minutes on Website	Hardcopy 10p per sheet No charge for download from website
List of current contracts awarded and value of contract	Hard copy or email from Clerk	Hardcopy 10p per sheet No charge for soft copy.
Member's expenses.	Hard copy or email from Clerk	Hardcopy 10p per sheet No charge for soft copy.

Class 3 – What our Priorities are and how we are doing (Strategies and plans, performance indicators, audits inspections and reviews)	How the information can be obtained	See cost schedule at bottom document
Current and previous year as a minimum		
Village Plan	Parish Council Website	No charge for download from website
Annual report to Parish (Current and previous years as a minimum).	Hard copy from Clerk. Parish Council website. Distributed to residents.	No charge
Local Charters drawn up in accordance with DCLG guidelines	None in place	

Class 4 - How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	See cost schedule at bottom document
Current and previous year as a minimum		
Timetable of Meetings (Council and committee/sub-committee meetings and parish meetings)	Hard copy or email from Clerk. Parish Council website.	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Agenda of meetings (as above)	Hard copy or email from Clerk. Parish website and noticeboard.	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email from Clerk. Parish website.	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Available for inspection at the Parish Office. Hard copy from the Clerk	No charge for inspection at office. Hardcopy 10p per sheet.
Responses to consultation papers	Hard copy from Clerk. Parish Council website (minutes).	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Responses to planning applications	Hard copy or email from Clerk. Parish Council website (minutes).	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Bye-laws	NONE	
Reports on staff appraisals, staff employment contracts	Not available to the public & subject to Data Protection Act 1998	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	See cost schedule at bottom document
Policies and procedures for the conduct of business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements	Hard copy from Clerk. Or email from the Clerk.	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Policies and procedures about the employment of staff: Internal instructions to staff and policies relating to the delivery of services. Equality and diversity policy Health and Safety Policy Recruitment policies (including current vacancies)	Hard copy from Clerk. Parish Council Website	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Policies and procedures for the provision of services: Procedural Standing Orders. Committee and Sub-committee terms of reference. Code of Conduct. Delegated authority in respect of Officers. Policy statements. Policies and procedures for handling requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme).	Hardcopy on request from the Clerk. Parish Council Website (free download)	Hardcopy 10p per sheet. No charge for soft copy or download from website.
Information and security policy	Not applicable	
Records management policies (records retention, destruction and archive).	Not applicable	
Data protection policies	Hard copy or email from the Clerk. Parish Council Website	Hardcopy 10p per sheet. No charge for soft copy or download from website.

Class – 6 Lists and Registers	How the information can be obtained	See cost schedule at bottom document
<p>Currently maintained lists and registers only. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).</p> <p>Current information only.</p>		
Assets register	Hard copy from Clerk	Hardcopy 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy from Clerk	Hardcopy 10p per sheet
Register of Electors	<p>Open to public inspection under supervision. Extracts may be recorded by making handwritten notes. Photocopying and electronic recording not permitted in law. Not to be used for commercial purposes.</p> <p>** West Berkshire Council holds both full and edited copies – anyone can purchase copy of edited register but the full copy can only be used for specific purposes. Contact Electoral registration Officer 01635 519464</p>	<p>No charge.</p> <p>Please make appointment.</p>
Register of member's interests	Hard copy available for inspection at the Parish Office from Clerk.	<p>No charge.</p> <p>Please make appointment.</p>
Register of gifts and hospitality	Hard copy from the Clerk	Hardcopy 10p per sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	How the information can be obtained	See cost schedule at bottom document
Allotments	Download from Website	No charge for download from website.
Burial Ground	Download from Website	No charge for download from website.
Barn	Download from Website	No charge for download from website.
Parks, playing fields and recreational facilities	Download from Website	No charge for download from website.
Seating, litter bins, clocks, memorials and lighting	List – see Parish Clerk	Hardcopy 10p per sheet
Bus shelters	List – see Parish Clerk	Hardcopy 10p per sheet
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Download from Website	No charge for download from website.

Contact details: Clerk, Purley on Thames Parish Council, Parish Offices Goosecroft Recreation Ground, Goosecroft Lane (off Beech Road), Purley on Thames, RG8 8BH	Phone: 0118 9844507 Email: clerk@purleyonthames-pc.gov.uk
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Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (B&W)	Based on computer printing
	Printing @ 20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
	Download from website	No charge
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated).