



Information available from Shrivenham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts with email address)	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	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) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Not held. No borrowing.	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy	£1
List of current contracts awarded and value of contract	Hard Copy	£1
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Website via link to vale website	
Bye-laws	None held	
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	Website	

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and 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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	£1
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
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)	None held	
Assets register	Hard Copy	£1
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)	Not held	
Register of members' interests	Link to Vale website	
Register of gifts and hospitality	Hard Copy	£1
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	
Burial grounds and closed churchyards	Website	
Community centres and village halls	Website via link to VBT site	
Parks, playing fields and recreational facilities	Hard Copy	£1
Seating, litter bins, clocks, memorials and lighting	Hard Copy	£1
Bus shelters	Hard Copy	£1
Markets	No Markets	
Public conveniences	No Public Conveniences	
Agency agreements	None Held	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	
Additional Information		

Local businesses	Website - for a fee	
Clubs and Societies	Website	
Emergency Plan	Hard Copy	£1
General information	Website	
News & events	Website	

Contact details:

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority