



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

Pangbourne 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 Pangbourne Parish Council to make information available to the public as part of its normal business activities but during specified office hours only.

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 to be published	How the information can be obtained	Cost
<p><b>Class 1 - 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>	(hard copy or website)	
Who's who on the Council and its Committees	Website/email Hard copy	Free 20p/sheet
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

<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy	Free 20p/sheet
Finalised budget	Hard copy	20p/sheet
Precept	Website (in minutes) Hard copy	Free 20p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 20p/sheet
Grants given and received	Hard copy	20p/sheet
List of current contracts awarded and value of contract	Hard copy	20p/sheet
Members' allowances and expenses	Hard copy	20p/sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	20p/sheet
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Notice board/email Hard copy	Free 20p/sheet
Agendas of meetings (as above)	Website/email Hard copy	Free 20p/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 20p/sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 20p/sheet
Responses to consultation papers	Email	Free
Responses to planning applications	Website (in minutes) & WBC website Hard copy	Free 20p/sheet
Bye-laws	Hard copy – contact clerk	20p/sheet
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy email	20p/sheet Free
Committee and sub-committee terms of reference	Hard copy Email	20p/sheet Free
Delegated authority in respect of officers	n/a	
Code of Conduct	Hard copy Email	20p/sheet Free
Policy statements	Hard copy Email	20p/sheet Free
Policies and procedures for the provision of services and about the employment of staff:	n/a	
Internal instructions to staff and policies relating to the delivery of services:	n/a	
Equality and diversity policy	Hard copy	20p/sheet
Health and safety policy	email	Free
Policies and procedures for handling requests for information	This document	20p/sheet Free

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy email	20p/sheet Free
Records management policies (records retention, destruction and archive)	Hard copy email	20p/sheet Free
Data protection policies	Hard copy email	20p/sheet Free
Schedule of charges (for the publication of information)	See 'schedule of charges' below	
<b>Class 6 – Lists and Registers</b>  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	20p/sheet
Register of members' interests	WBC Website	
Register of gifts and hospitality	Hard copy	20p/sheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website/email Hard copy	Free 20p/sheet
Burial grounds and closed churchyards	Email Hard copy	Free 20p/sheet
Village hall	Website/email Hard copy	Free 20p/sheet
Parks, playing fields and recreational facilities	Email Hard copy	Free 20p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Hard copy	Free 20p/sheet

Bus shelters	Email Hard copy	Free 20p/sheet
Public conveniences	Email Hard copy	Free 20p/sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email Hard copy	Free 20p/sheet
<b>Additional Information</b> 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, Becky Elkin at:

#### **Pangbourne Parish Council**

Pangbourne Village Hall

Station Road

Pangbourne

Berkshire

RG8 7AN

Phone: 0118 984 1118

Email: [clerk@pangbourne-pc.gov.uk](mailto:clerk@pangbourne-pc.gov.uk)

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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Copying 5p, Paper and Administration charge 15p per copy
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class or 1 <sup>st</sup> class if requested
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)

Adopted by Pangbourne Parish Council on 10<sup>th</sup> November 2020

Review date: November 2021