

# TILEHURST PARISH COUNCIL

*Serving the Communities of Birch Copse, Calcot, Denefield and Westwood*

[www.tilehurstpc.co.uk](http://www.tilehurstpc.co.uk)

Tilehurst 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 Tilehurst 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 Tilehurst 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> <p>Who's who on the Council and its Committees</p>	<p>(hard copy and/or website)</p>       <p>Website Email Hard Copy</p>	       <p>Free Free 5p/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
<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>	<p>(hard copy and/or website)</p>       	       
Annual return form and report by auditor	Website Hard copy	Free 5p/sheet
Finalised budget	Hard copy	5p/sheet
Precept	Website (in minutes) Hard copy	Free 5p/sheet

<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website Hard copy	Free 5p/sheet
Grants given and received	Hard copy	5p/sheet
List of current contracts awarded and value of contract	Hard copy	5p/sheet
Members' allowances and expenses	Hard copy	5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
<del>Parish Plan</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	5p/sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice board/Email Hard copy	Free 5p/sheet
Agendas of meetings (as above)	Website/Notice board/Email Hard copy	Free 5p/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 5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 5p/sheet
Responses to consultation papers	Website	Free

Responses to planning applications	Website (in minutes) & WBC Website Hard copy	Free 5p/sheet
Bye-laws	Hard copy – contact clerk	5p/sheet
<b>Class 5 – Our policies and procedures</b> (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	5p/sheet Free
<del>Committee and sub-committee terms of reference</del>		
Delegated authority in respect of officers	Hard copy Email	5p/sheet Free
Code of Conduct	Website/Email Hard copy	Free 5p/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 Website	5p/sheet Free
Equality and diversity policy	Hard copy	5p/sheet
Health and safety policy	Hard copy	5p/sheet
<del>Recruitment policies (including current vacancies)</del>	Hard copy	5p/sheet

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 5p/sheet
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	Hard copy	5p/sheet
Schedule of charges (for the publication of information)	See 'Schedule of Charges' below	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	Inspection by appointment	
Assets Register	Hard copy	5p/sheet
<del>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)</del>		
Register of members' interests	WBC Website	Free
Register of gifts and hospitality	Hard copy	5p/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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
<b>Allotments</b>		
Burial grounds and closed churchyards	Email Hard copy	Free 5p/sheet
Community centres and village halls – (Calcot Centre, Cornwell Centre and Turnhams	Email	Free

Farm Hall)	Hard copy	5p/sheet
Parks, playing fields and recreational facilities	Email Hard copy	Free 5p/sheet
Seating, litter bins, <del>clocks, memorials</del> and lighting	Email Hard copy	Free 5p/sheet
Bus shelters	Email Hard copy	Free 5p/sheet
<b>Markets</b>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<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, Jacky Major at:

Tilehurst Parish Council  
Parish Office  
High View, Calcot  
Reading  
Berkshire RG31 4XD

Phone: 0118 9418833

Email: [clerk@tilehurstpc.co.uk](mailto:clerk@tilehurstpc.co.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 @ 5p per sheet (black & white)	Copying 0.8p, Paper and Administration charge 4.2p 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 Tilehurst Parish Council on 10 April 2018 (Minute number 18/67)**  
**Review Date: periodically**