

## Information available from Compton 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Noticeboard	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard	-
Location of main Council office and accessibility details	The Council does not have an office. All correspondence received via Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP	-
Staffing structure	The Clerk is the only employee.	-

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<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)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website	-
Finalised budget	Website	-
Precept	Website	-
Borrowing Approval letter	The Council has no borrowings.	-
Financial Standing Orders and Regulations	Website	-
Grants given and received	Website	-
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/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)	
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 (see minutes of Annual Parish Meetings).	10p/sheet
Quality status	Not applied for.	-
Local charters drawn up in accordance with DCLG guidelines	There are none.	-

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<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 Noticeboard	-
Agendas of meetings (as above)	Website Noticeboard	-
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard	-
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	-
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Website (in minutes) and West Berkshire Council website	-
Bye-laws	There are none.	-

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Website Hard copy Website Website</p>	<p>- - 10p/sheet - -</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Website Website There are no recruitment policies. Vacancies will be advertised on the website. Website Website (part of Standing Orders)</p>	<p>10p/sheet - - - - - -</p>
<p>Information security policy</p>	<p>Website (part of Standing Orders)</p>	<p>-</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p/sheet</p>
<p>Data protection policies</p>	<p>Website</p>	<p>-</p>
<p>Schedule of charges (for the publication of information)</p>	<p>As detailed in this schedule</p>	<p>-</p>

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<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	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)	Not held.	-
Register of members' interests	West Berks Council website	-
Register of gifts and hospitality	Hard copy	10p/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	-
Burial grounds and closed churchyards	Website	-
Community centres and village halls	The Parish Council does not own or run any such facilities.	-
Parks, playing fields and recreational facilities	Website	-
Seating, litter bins, clocks, memorials and lighting	Website	-
Bus shelters	Website	-
Markets	There are none.	-
Public conveniences	There are none.	-
Agency agreements	There are none.	-
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

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<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 using the following details:

Compton Parish Council  
 Wilkins Centre  
 Burrell Road  
 Compton  
 Newbury  
 RG20 6NP

Email: [ComptonParish@gmail.com](mailto:ComptonParish@gmail.com)

Phone: 07748 591920

## 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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

\* the actual cost incurred by the public authority