



SPEEN PARISH COUNCIL PUBLICATION SCHEME

Information available from Speen Parish Council under the Freedom of Information Act Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (current information only) (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	SPC website/noticeboards/email Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council members	SPC website/noticeboards/email Hard copy	Free 10p/sheet
Location of office and accessibility details	The Council does not have an office, All correspondence received via P O Box 6221 Newbury RG14 9JS	
Staffing structure	The Clerk is the only employee	
Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum) (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual Return Form and report by auditor	SPC website Hard copy	Free 10p/sheet
Finalised budget	SPC Website Hard copy	Free 10p/sheet
Precept	SPC website Hard copy	Free 10p/sheet
Borrowing Approval letter	The Council has no borrowings	
Financial Regulations	SPC website Hard copy	Free 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Current and previous year as a minimum) (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	The Council does not have one	

Adopted March 2022



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Quality Status	Not applied for	
Local charters drawn up in accordance with DLUHC's guidelines	There are none	
Class 4 – How we make decisions (Current and previous council year as a minimum) (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee and sub-committee meetings)	SPC website/email Hard copy	Free 10p/sheet
Agendas of meetings (as above)	SPC website/noticeboards/email Hard copy	Free 10p/sheet
Minutes of meetings (as above) – n.b. will exclude information that is properly regarded as private to the meeting.	SPC website/email Hard copy	Free 10p/sheet
Reports presented to council meetings – n.b. will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	SPC website/WBC website/email Hard copy	Free 10p/sheet
Class 5 – Our policies and procedures (current information only) (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	SPC website/email Hard copy	Free 10p/sheet
Committee Terms of Reference	Email Hard copy	Free 10p/sheet
Delegated authority in respect of officers	Email Hard copy	Free 10p/sheet
Code of Conduct	SPC website/email Hard copy	Free 10p/sheet
Policy Statements	Email	Free

Adopted March 2022



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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	Email Hard copy	Free 10p/sheet
Equality and Diversity	Email Hard copy	Free 10p/sheet
Health and Safety policy	SPC website/email Hard copy	Free 10p/sheet
Recruitment policies (including current vacancies)	There are no recruitment policies	
Policies and procedures for handling requests for information	SPC website/email Hard copy	Free 10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	SPC website/email Hard copy	Free 10p/sheet
Records Management Policies (records retention, destruction and archive)	Email Hard copy	Free 10p/sheet
Data Protection Policies	SPC website/email Hard copy	Free 10p/sheet
Schedule of Charges (for the publication of information)	See Schedule of Charges below	
Class 6 – Lists and Registers		
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 only	
Assets register	Email Hard copy	Free 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	SPC website/WBC website/email	Free

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	Hard copy	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer (current information only) (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	The Council has none	
Burial grounds and closed churchyards	The Council has none	
Community centres and village halls	The Council does not own or run any such facilities	
Parks, playing fields and recreational facilities	SPC website/email Hard copy	Free 10p/sheet
Seating, litter bins, clocks , memorials and lighting	SPC website/email Hard copy	Free 10p/sheet
Bus shelters	Email Hard copy	Free 10p/sheet
Markets	The Council has none	
Public conveniences	The Council has none	
Agency Agreements	The Council has none	

Please contact the Clerk using the following details:

Speen Parish Council
PO Box 6221
Newbury
RG14 9HS
Tel. 07584435656
clerk@speenpc.org.uk

SCHEDULE OF CHARGES

Adopted March 2022



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 @ 10p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		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 Speen Parish Council