

Information available from Stratfield Mortimer Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only 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 Email Hard Copy	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'CONTACT DETAILS' below	
Location of main Council office and accessibility details	Parish Council Office Mortimer Library 27 Victoria Road Mortimer. RG7 3SH Parish Council Office Open Times Tuesdays & Thursdays 10:30 am to 12:30 pm	
Staffing structure	N/A	

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 and/or website)	
Annual return form and report by auditor	Hard Copy	£2
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy (and in Minutes)	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy Email	10p/sheet Free
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	N/A	
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Inspection	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

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, any committee meetings and parish meetings)	Website Hard Copy Email	Free 10p/sheet Free
Agendas of meetings (as above)	Available 3 clear days before meetings (also on Parish Council Notice Boards) Website Hard Copy Email	Free 10p/sheet Free
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy Email	Free 10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included in Minutes	
Responses to consultation papers	Included in Minutes	
Responses to planning applications	Included in Minutes Website Hard Copy	Free 10p/sheet
Bye-laws	Hard Copy	10p/sheet

<p>Class 5 - Our policies and procedures (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</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard Copy</p> <p>Email</p> <p>N/A</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Email</p> <p>Hard Copy</p> <p>Email</p>	<p>10p/sheet</p> <p>Free</p> <p>10p/sheet</p> <p>10p/sheet</p> <p>Free</p> <p>10p/sheet</p> <p>Free</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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
<p>Information security policy</p>	<p>N/A</p>	

Records management policies (records retention, destruction and archive)	Hard Copy Email	10p/sheet Free
Data protection policies	N/A	
Schedule of charges (for the publication of information)	See 'Schedule of Charges' Below	
Class 6 - Lists and Registers	(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)		
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)	N/A	
Register of members' interests	Hard Copy	10p/sheet
Register of gifts and hospitality	Hard Copy	10p/sheet
Class 7 - The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Inspection	Free
Community centres and village halls	N/A	
Recreational facilities and Tennis Courts	Website Hard Copy Email	Free 10p/sheet Free

Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy Email	10p/sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	Website Inspection	Free Free
Documents archived with Berkshire Records Office	Please note that, in addition to the above historical information regarding Stratfield Mortimer Parish Council is available for public viewing at Berkshire Record Office 9 Coley Avenue Reading Berkshire RG1 6AF Tel: +44 (0) 118 901 5132 Fax: +44 (0) 118 901 5131 Email: arch@reading.gov.uk	

Contact details:

Please contact the Parish Clerk, Mrs Jayne Kirk:

Stratfield Mortimer Parish Council

Parish Office

Mortimer Library

27 Victoria Road

Mortimer

Reading

RG7 3SH

Phone:

0118 9331955

Fax:

0709 2310443

Email

the.clerk@stratfield-mortimer.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. Please be aware that the office is not staffed every day so correspondence may not be acknowledged straight away. Stratfield Mortimer Parish Council Office is open on Tuesdays and Thursdays 10:30am to 12:30pm.

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation

* The actual cost incurred by the public authority