

## Information available from Greenham 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> The elected Parish Council for the Parish of Greenham</p>	<p>Website: <a href="http://www.greehnam.gov.uk">www.greehnam.gov.uk</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Website Hard Copy</p>	<p>Free £1.00</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard Copy</p>	<p>Free £1.00</p>
<p>Location of main Council office and accessibility details</p>	<p>The Clerk of the Council works from home. Contact during normal working hours 01635 529900</p>	
<p>Staffing structure</p>	<p>Clerk only</p>	

<b>Class 2 – What we spend and how we spend it</b> Council accounts – Excel Spreadsheet	(hard copy and/or website) email  Hard copy	Free  £1.00
Annual return form and report by auditor	Hard copy only	£5.00
Finalised budget	email  Hard copy	Free  £1.00
Precept	email  Hard copy	Free  £1.00
Grants given	email  Hard copy	Free  £1.00
Members' expenses	email  Hard copy	Free  £1.00
<b>Class 3 – What our priorities are and how we are doing</b>		

Parish Plan (current and previous year as a minimum)  Currently in progress. Minutes of meetings only available	email  Hard copy	Free  £1.00
Annual Report to Parish or Community Meeting	email  Hard copy	Free  £1.00
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, and parish meetings)  Monthly meeting at St Mary's Church Hall Greenham. Invariably on second Wednesday of month at 7.30pm . Annual Parish Assembly precedes May meeting at 7.00pm.		
Agendas of meetings (as above)	Website  Hard copy	Free  £1.00
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website  Hard copy	Free  £2.00
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		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	email	Free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy	£5.00
Policies and procedures for the provision of services and about the employment of staff:	One member of staff only (Clerk to the Council). As turnover averages every 10 years, Policies will be decided in the light of current legislation	
Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)		

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Aim to acknowledge requests within 3 working days and respond within 7 working days	
Records management policies (records retention, destruction and archive)	email	Free
	Hard copy	£1.00
Data protection policies	email	Free
	Hard copy	£1.00
Schedule of charges (for the publication of information)	As published here	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Disclosure log (indicating the information that has been provided in response to requests (Currently none)	email	Free
	Hard copy	£1.00
Register of members' interests (per individual member)	email	Free
	Hard copy	£1.00
Register of gifts and hospitality (Currently none)	email	Free

	Hard Copy	£1.00
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**Contact details:**

**John Boston  
 Clerk to Greenham Parish Council  
 8 Chester close  
 Greenham  
 Newbury  
 Berks  
 RG14 7RR**

**01635 529900  
 clerk@greenham.gov.uk**

**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 *
	Photocopying @ 20p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Mileage to post office	40p/mile

\* the actual cost incurred by the public authority