

Information available from Shaw-cum-Donnington Parish Council under its publication scheme

Note 1: Information in the table below is available on the Council's website unless stated otherwise. Where appropriate clicking the hyperlink i.e. any item in blue and underlined will take you to that information. All information can also be provided on request, in writing, to the Clerk in hard copy form or electronically by e-mail.

Note 2: Information appearing on the website is provided free of charge. Hard copies of documents are charged at the standard rate of £2.50 plus the current cost of 2nd class postage by Royal Mail unless stated otherwise under the cost column. E-mailed information is charged at a standard charge of £2.50.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	See Note 1 at the head of this document	See Note 2 at the head of this document
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details		
Staffing structure	The Clerk, who is also the Responsible Financial Officer, is the only employee of the Council	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)		
Annual return form and report by auditor	See Note 1 at the head of this document	Hard copy £8 + postage
Finalised budget		See Note 2 at the head of this document
Precept		

Financial Regulations	See Note 1 at the head of this document	See Note 2 at the head of this document
Grants given and received		
Members' allowances and expenses		
Council Payment Schedules (by month)		
List of current contracts awarded and value of contract	There are no current contracts	N/A
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan	See Note 1 at the head of this document	See Note 2 at the head of this document
Annual Reports to Parish Meeting (Parish Assembly Minutes)		
Quality status	The Council at present has no official quality status	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		
Timetable of meetings	See Note 1 at the head of this document	See Note 2 at the head of this document
Agendas of meetings		
Minutes of meetings		
Reports presented to council meetings	Part of Minutes of meetings	N/A
Responses to consultation papers		
Responses to planning applications (Planning Register)		
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
Policies and procedures for the conduct of council business:	See Note 1 at the head of this document	See Note 2 at the head of this document
Procedural standing orders Code of Conduct		

Delegated authority in respect of officers	See Financial Regulations Section 4	
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	As staff turns over very rarely the Council's policy on these matters is to comply with all current legislation.	N/A
Policies and procedures for handling requests for information: Complaints procedures (including those covering requests for information and operating the publication scheme)	These policies and procedures are currently under discussion	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	At the foot of this document	N/A
Class 6 – Lists and Registers		
Planning Register	See Note 1 at the head of this document	See Note 2 at the head of this document
Assets register		
Register of members' interests (per individual member)		
Register of gifts and hospitality	The Council does not allow gifts or hospitality to be accepted by Councillors or Staff	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

St Mary's Church, Shaw - closed churchyard	See Note 1 at the head of this document	See Note 2 at the head of this document
Donnington Village Hall		
Parks, playing fields and recreational facilities		
Litter bins, dog waste bins, salt bins and street lighting		
Hire of Donnington Recreation Ground		
Fees, terms & conditions On-line booking form		
Additional Information		
Governance and Management Risk Register	See Note 1 at the head of this document	See Note 2 at the head of this document

Contact details:

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Clerk to Shaw-cum-Donnington Parish Council

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the Council