

Sonning Common Parish Council: Publication Scheme

(Information available from Sonning Common Parish Council)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Parish Clerk	Free
Contact details for Clerk and Council members (named contacts with address and telephone number) Clerk's email address used for electronic contact.	Website Hard copy – contact Parish Clerk	Free
Location of main Council office and accessibility details	Parish Office Village Hall, Wood Lane, Sonning Common RG4 9SL Phone 0118 972 3616 Mondays 09.30 - 12.30 and other times if staff present	Free
Staffing structure	Hard copy – contact Parish Clerk	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy – contact Parish Clerk	Free
Finalised budget	Hard copy – contact Parish Clerk	Free
Precept	Hard copy – contact Parish Clerk	Free
Financial Regulations	Website Hard copy – contact Parish Clerk	Free
Grants given and received	Hard copy – contact Parish Clerk	Free
Class 3 – How we make decisions		
Timetable of meetings Council, committee and Annual Parish Meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk	Free
Agendas of Full Council and Annual Parish meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk	Free
All other Agendas	Website Hard copy – contact Parish Clerk	Free

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Minutes of meetings: (excluding information that is properly regarded as private to the meeting.)	Website Hard copy – contact Parish Clerk	Free
Reports presented to council meetings: (excluding information that is properly regarded as private to the meeting.).	Hard copy – contact Parish Clerk	Free
Responses to consultation papers:	Hard copy – contact Parish Clerk	Free
Responses to planning applications: Included in Planning Committee meeting minutes	Website Hard copy – contact Parish Clerk	Free
Class 4 – Lists and Registers		
Assets Register	Hard copy – contact Parish Clerk	Free
Disclosure log (indicates the information that has been provided in response to requests)	Hard copy – contact Parish Clerk	Free
Register of members' interests	Website Hard copy – contact Parish Clerk	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policies and procedures for handling requests for information • Complaints procedures 	Website Hard copy – contact Parish Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equal Opportunity policy • Health and safety policy • Recruitment policies (including current vacancies) 	Needed	Free

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Policies and procedures relating to information held by the Council <ul style="list-style-type: none"> • Information Security Policy (i.e. states in writing how Council plans to protect its physical and information technology (IT) assets) • Records management policies process for (process for records retention, destruction and archive) • Data protection policies 	Contact Parish Clerk Registered with the information Commissioner for Data Protection More detail is Needed	Free
Class 6 – The services we offer		
Bus shelters, Benches, Dog bins, Street Cleaning, Grass cutting, Hedge cutting, Play Areas, Noticeboards etc.	Contact Parish Clerk	Free

CONTACT DETAILS:

Parish Clerk (Philip Collings)

Parish Office, Village Hall, Wood Lane, Sonning Common RG4 9SL

Phone 0118 972 3616

Mondays 09.30 - 12.30 and other times if staff present

Email clerk@sonningcommonparishcouncil.org.uk

WEBSITE:

www.sonningcommonparishcouncil.org.uk

SCHEDULE OF CHARGES

The Parish Council reserves the right to charge for photocopying, printing and postage. The requestor will be sent a fees notice and the information will be sent when payment is received.