

West Ilsley Parish Council

Information Available from West Ilsley Parish Council Under the Freedom of Information Act Model Publication Scheme

Version Number	2.0	Minute Reference	25/045
Date Adopted	9 th September 2025	Review Due	Annually

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well as a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Website	N/A
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	Website	N/A

Information to be published	How the information can be obtained	Cost
Location of main Council office and accessibility details	The Council does not have an office. All correspondence received via Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP.	N/A
Staffing structure	The Clerk is the only employee.	N/A
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	N/A
Finalised budget	Website	N/A
Precept	Website (within Budget/Minutes)	N/A
Borrowing Approval letter	The Council has no borrowings.	N/A
All items of expenditure above £100	Website	N/A
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Website	N/A
List of current contracts awarded and value of contract	Website	N/A
Members' allowances and expenses	Website	N/A

Information to be published	How the information can be obtained	Cost
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	N/A
Parish Plan	Not applicable	N/A
Annual Report to Parish or Community Meeting	Website (See Annual Parish Meeting minutes)	N/A
Quality status – now known as the Local Council Award Scheme	The council has not applied for the Local Council Award Scheme	N/A
Local charters drawn up in accordance with DCLG guidelines	Not applicable	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	The council has not conducted any Data Protection Impact Assessments or other formal impact assessments to date. This section will be updated if and when such assessments are carried out.	N/A
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	N/A
Agendas of meetings (as above)	Website	N/A
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	N/A
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website (within Agendas)	N/A
Responses to consultation papers	Website (within Minutes)	N/A
Responses to planning applications	Website (within Minutes)	N/A
Bye-laws	Not applicable	N/A
<p>Class 5 – Our policies and procedures</p> <p>(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> <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 • Policy statements 	Website	N/A

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	N/A
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website	N/A
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Not applicable	N/A
<p>Assets register, including details of public land and building assets</p>	Website	N/A
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Not held	N/A
<p>Register of members' interests</p>	Website	N/A

Information to be published	How the information can be obtained	Cost
Register of gifts and hospitality	Website	N/A
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	N/A
Burial grounds and closed churchyards	Not applicable	N/A
Community centres and village halls	Website (Asset Register)	N/A
Parks, playing fields, and recreational facilities	Website (Asset Register)	N/A
Seating, litter bins, clocks, memorials and lighting	Website (Asset Register)	N/A
Bus shelters	Not applicable	N/A
Markets	Not applicable	N/A
Public conveniences	Not applicable	N/A
Agency agreements	Not applicable	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	N/A
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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 @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd 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 the public authority