

Information Available from Yattendon Parish Council Under the Model Publication Scheme

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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website/Noticeboard	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Noticeboard	N/A
Location of main Council office and accessibility details	The Council does not have an office. Meetings are held at Yattendon Village Hall. All correspondence via Yattendon Parish Council, Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP.	N/A
Staffing structure	Website	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	Website	N/A
Finalised budget	Website	N/A
Precept	Website	N/A
Borrowing Approval letter	The Council has no borrowings.	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	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
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	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website within minutes of the Annual Parish Meeting	N/A
Quality status	Not applied for	N/A
Local charters drawn up in accordance with DCLG guidelines	There are none.	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Noticeboard	N/A
Agendas of meetings (as above)	Website/Noticeboard	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website within the agenda of the relevant meeting	N/A
Responses to consultation papers	Hard copy	10p/sheet

Responses to planning applications	Website (in minutes) and West Berkshire Council website	N/A
Bye-laws	There are none.	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Website (if any are formed) Hard copy Website Website	N/A N/A 10p/sheet N/A N/A
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Not available Website Website Website Website Website	N/A N/A N/A N/A N/A N/A
Information security policy	Website (part of Standing Orders)	N/A
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Website (part of Standing Orders)	N/A

Schedule of charges)for the publication of information)	As detailed in this schedule	N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by appointment	N/A
Assets Register	Website	N/A
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)	Not held	N/A
Register of members' interests	Website	N/A
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	The Parish Council does not own or run any such facilities	N/A
Burial grounds and closed churchyards	The Parish Council does not own or run any such facilities	N/A
Community centres and village halls	The Parish Council does not own or run any such facilities	N/A
Parks, playing fields and recreational facilities	The Parish Council does not own or run any such facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Website	N/A
Bus shelters	Website	N/A
Markets	The Parish Council does not own or run any such facilities	N/A

Public conveniences	The Parish Council does not own or run any such facilities	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Yattendon Parish Council
Wilkins Centre
Burrell Road
Compton
Newbury
RG20 6NP

Email: YattendonParish@gmail.com