

CHIEVELEY PARISH COUNCIL

FREEDOM OF INFORMATION – PUBLICATION SCHEME

Who we are and what we do

The following information is published on the website and the Parish noticeboards:

- Who's who on the Parish Council and its Committees
- Contact details for the Parish Clerk and Council members

What we spend and how we spend it

The following information is published on the website and can be inspected at a Parish Council Office:

- Annual Governance and Accountability Return (AGAR) forms and notices
- Budgets and Precept
- Financial accounts - current and historic
- Financial Standing Orders and Regulations
- Grants given and received
- Minutes of meetings

Our priorities

The following information is published on the website:

- Annual Reports to the Parish Assembly
- Chieveley Vision Statement 2014
- Parish Plan 2008

How we make decisions

The following information is published on the website and the Parish noticeboards:

- Consultation responses (inspection at a Parish Council Office and West Berkshire Council website)
- Meeting information and agendas
- Minutes of meetings held in the previous three years, excluding information properly regarded as private to the meeting (website only)
- Planning application responses (West Berkshire Council website)

- Reports presented to Council meetings excluding information properly regarded as private to the meeting (inspection at a Parish Council office)

Policies and procedures

The following policies and procedures are published on the website:

- Code of Conduct
- Complaints procedure
- Financial Regulations
- FOI requests procedure
- Grant criteria and application form
- Parish Council Standing Orders
- Planning applications - guidance for responding
- Records management and security policy
- Site visit guidance

Lists and Registers

The current lists and registers are available on the website and/or inspection at a Parish Council Office:

- Asset Register (inspection only)
- Register of Members' Interests
- Register of gifts and hospitality (from 2013)

Additional information

The following information is also published on the website or available for viewing at a Parish Council Office:

- Risk Assessment for Chieveley Parish Council (inspection or email)
- Risk Assessment for Councillors (inspection or email)
- Chieveley Village Design Statement
- Footpath leaflet
- Parish Plan

Information provided electronically or via the website does not attract a charge. Information provided in hard copy format, will attract a charge as described in the schedule below. Postage will be charged, where relevant.

Schedule of Charges for information requested under Freedom of Information

There is no charge for:

- Information provided electronically or downloaded from the website.
- Information viewed at the Parish Council Offices.

Where information is provided in hard copy format, the following charges apply:

- A4 black/white, two-sided copies, a minimum charge of £0.50 per page
- A4 colour, two-sided copies: a minimum charge of £0.75 per page
- A3 black/white, two-sided copies: a minimum charge of £0.75 per page
- A3 colour, two-sided copies: a minimum charge of £1 per page
- Copies of information viewed at the Council Office will be charged at £0.40 per A4 page

Postage

- No charge will be made for information posted using a standard-sized (DL) envelope
- For information requiring a larger-sized envelope, postage will be charged at the Royal Mail (or another provider) rate
- Copies of published material (for example, Chieveley Village Design Statement) will attract a charge of £10 per copy. No additional charge for postage will be made