

# BURGHFIELD PARISH COUNCIL

Clerk: Cally Morris, PO Box 7381, Reading, RG1 9XP

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## Freedom of Information Act

### BURGHFIELD PARISH COUNCIL FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME 2008 DECLARATION FORM

Burghfield Parish Council adopted on 31<sup>st</sup> December 2008, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information in accordance with that Scheme.

If you require a paper version of any information, or want to ask whether information is available, please contact the council by telephone, email, fax or letter. Contact details are set out below.

#### **CONTACT DETAILS:**

EMAIL: [Burghfieldclerk@gmail.com](mailto:Burghfieldclerk@gmail.com)

PHONE: 0118 970 1754

ADDRESS: PO Box 7381, Reading, Berks, RG1 9XP

**\*\*PLEASE MARK ANY CORRESPONDENCE UNDER THIS  
SCHEME "PUBLICATION SCHEME REQUEST"**

Under the freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

EXEMPT MATERIAL. Personal information in relation to Councillors (other than required to be declared in the Register of Interest), Personal Information in regard to employees and Tenders and Bids from contractors and suppliers.

NOTE. The Data Protection Legislation prohibits the publication of certain categories of information.

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The Parish Council is responsible for maintenance of this scheme, which was approved on 31<sup>st</sup> December 2008..

## **1. Introduction: what a publication scheme is and why it has been developed**

This publication scheme commits Burghfield Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Burghfield Parish Council.

The scheme commits Burghfield Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Burghfield Parish Council and falls within the classifications below.
- To specify the information which is held by Burghfield Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Burghfield Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **2. Classes of information**

### **2.1 Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **2.2 What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **2.3 What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

## **2.4 How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **2.5 Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **2.6 Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **2.7 The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **3. The method by which information published under this scheme will be made available**

Burghfield Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Burghfield Parish Council, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **4. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone, email, fax or letter. Contact details are set out below.

EMAIL: [Burghfieldclerk@gmail.com](mailto:Burghfieldclerk@gmail.com)

PHONE: 0118 970 1754

ADDRESS: PO Box 7381 Reading Berks RG8 7AZ

If the information you're looking for isn't available via the scheme, and isn't on our website, you can still contact Burghfield Parish Council to ask if we have it.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

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### Information available from Burghfield Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
<b>Class1 - Who we are and what we do</b> (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 Email Hard Copy	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'CONTACT DETAILS' Web Site for Councillors	Free
Location of main Council office and accessibility details	PO Box 7381 Reading Berks RG8 7AZ By appointment	
<b>Class 2 - What we spend and how we spend it</b> (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	Hard Copy	£2
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy (and in Minutes)	10p/sheet
Financial Standing Orders and Regulations	Hard Copy Email	10p/sheet Free
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan Revised Version under development	N/A	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee meetings and parish meetings)	Website Hard Copy Email	Free 10p/sheet Free
Agendas of meetings (as above)	Available 3 clear days before meetings (also on Parish Council Notice Boards) Hard Copy Email	10p/sheet Free
Minutes of meetings (as above) - <b>nb this will exclude information that is properly regarded as private to the meeting.</b>	Website Hard Copy Email	Free 10p/sheet Free
Reports presented to council meetings - <b>nb this will exclude information that is properly regarded as private to the meeting.</b>	Included in Minutes	
Responses to consultation papers	Included in Minutes	
Responses to planning applications	Included in Minutes Website Hard Copy	Free 10p/sheet
Bye-laws	N/A	
<b>Class 5 - Our policies and procedures</b> (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	Hard Copy Email	10p/sheet Free
Delegated authority in respect of officers	Hard Copy Email	10p/sheet Free
Code of Conduct	Hard Copy	10p/sheet
Policy statements	Email	Free
Records management policies (records retention, destruction and archive)	Hard Copy Email	10p/sheet Free
Schedule of charges (for the publication of information)	See 'Schedule of Charges' Below	
<b>Class 6 - Lists and Registers</b> 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)	By appointment	
Assets Register	Hard Copy	10p/sheet
Register of members' interests	Hard Copy	10p/sheet
Register of gifts and hospitality	Hard Copy	10p/sheet
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Burial grounds and closed churchyards	N/A	
Recreational facilities	Hard Copy Email	10p/sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (i.e.village hall hire).	Hardcopy Email	10p/sheet Free
<b>Additional Information</b> This will provide Councils with the opportunity to		



publish information that is not itemised in the lists above		
Village Design Statement	Under development	Free
Documents archived with Berkshire Records Office	<p>Please note that, in addition to the above historical information regarding Burghfield Parish Council is available for public viewing at Berkshire Record Office  9 Coley Avenue  Reading  Berkshire RG1 6AF  <b>Tel:</b> +44 (0) 118 901 5132  <b>Fax:</b> +44 (0) 118 901 5131  <b>Email:</b>  <a href="mailto:arch@reading.gov.uk">arch@reading.gov.uk</a></p>	

**Contact details:**

Please contact the Parish Clerk, Cally Morris

**Burghfield Parish Council**

**PO Box 7381**

**Reading**

**Berks**

**RG8 7AZ**

**Phone: 01189 701 754**

**Email: [Burghfieldclerk@gmail.com](mailto:Burghfieldclerk@gmail.com)**

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class or 1 <sup>st</sup> class if requested.
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation
* The actual cost incurred by the public authority		