

# Information available from Shaw-cum-Donnington Parish Council under its publication scheme

Note 1: Information in the table below is available on the Council's website unless stated otherwise. Where appropriate clicking the hyperlink i.e. any item in blue and underlined will take you to that information. All information can also be provided on request, in writing, to the Clerk in hard copy form or electronically by e-mail.

Note 2: Information appearing on the website is provided free of charge. Hard copies of documents are charged at the standard rate of £2.50 plus the current cost of 2<sup>nd</sup> class postage by Royal Mail unless stated otherwise under the cost column. E-mailed information is charged at a standard charge of £2.50.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<a href="#">Who's who on the Council and its Committees</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Contact details for Parish Clerk and Council members</a>		
<a href="#">Location of main Council office and accessibility details</a>		
Staffing structure	The Clerk, who is also the Responsible Financial Officer, is the only employee of the Council	N/A
<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)		
<a href="#">Annual return form and report by auditor</a>	See Note 1 at the head of this document	Hard copy £8 + postage
<a href="#">Finalised budget</a>		See Note 2 at the head of this document
<a href="#">Precept</a>		

<a href="#">Financial Regulations</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Grants given and received</a>		
<a href="#">Members' allowances and expenses</a>		
<a href="#">Council Payment Schedules</a> (by month)		
List of current contracts awarded and value of contract	There are no current contracts	N/A
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<a href="#">Parish Plan</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Annual Reports to Parish Meeting</a> (Parish Assembly Minutes)		
Quality status	The Council at present has no official quality status	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>		
<a href="#">Timetable of meetings</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Agendas of meetings</a>		
<a href="#">Minutes of meetings</a>		
Reports presented to council meetings	Part of <a href="#">Minutes of meetings</a>	N/A
Responses to consultation papers		
Responses to planning applications ( <a href="#">Planning Register</a> )		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
Policies and procedures for the conduct of council business:	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Procedural standing orders</a> <a href="#">Code of Conduct</a>		

Delegated authority in respect of officers	See <a href="#">Financial Regulations</a> Section 4	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	As staff turns over very rarely the Council's policy on these matters is to comply with all current legislation.	N/A
Policies and procedures for handling requests for information:  Complaints procedures (including those covering requests for information and operating the publication scheme)	These policies and procedures are currently under discussion	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
<a href="#">Schedule of charges</a> (for the publication of information)	At the foot of this document	N/A
<b>Class 6 – Lists and Registers</b>		
<a href="#">Planning Register</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Assets register</a>		
<a href="#">Register of members' interests</a> (per individual member)		
Register of gifts and hospitality	The Council does not allow gifts or hospitality to be accepted by Councillors or Staff	N/A
<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)		

<a href="#">St Mary's Church, Shaw - closed churchyard</a>	See Note 1 at the head of this document	See Note 2 at the head of this document
<a href="#">Donnington Village Hall</a>		
<a href="#">Parks, playing fields and recreational facilities</a>		
<a href="#">Litter bins, dog waste bins, salt bins and street lighting</a>		
Hire of Donnington Recreation Ground		
<a href="#">Fees, terms &amp; conditions</a> <a href="#">On-line booking form</a>		
<b>Additional Information</b>		
<a href="#">Governance and Management Risk Register</a>	See Note 1 at the head of this document	See Note 2 at the head of this document

**Contact details:**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the Council