

PUBLICATION SCHEME

This document sets out the information which is available about the Parish Council – relevant costs are detailed below:

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Who we are and what we do		
Who is on the Council	Website Newsletter	Free Free
Contact details for Clerk and Councillors	Website Newsletter	Free Free
What we spend and how we spend it		
Annual return (AGAR) and Internal Auditor's report	Website Hardcopy	Free Charge
Finalised Budget and Precept	Website – minutes Hardcopy	Free Charge
Financial Regulations and Standing Orders	Website Hardcopy	Free Charge
Grants given and received	Website - minutes Hardcopy	Free Charge
Contracts awarded and value of contract	Website – minutes Hardcopy	Free Charge
What our priorities are and how we are doing		
Parish Plan (not currently available)	Website Hardcopy	Free Charge
Chairman's annual report to Parish Meeting	Website – minutes Hardcopy	Free Charge
How we make decisions		
Timetable of meetings	Website Hardcopy	Free Charge
Agendas for meetings	Website Hardcopy Noticeboards E-mail	Free Charge Free Free
Minutes of meetings (non confidential items)	Website Hardcopy Email	Free Charge Free
Responses to planning applications	Wokingham Borough Council Website Website - minutes	Free Free

Responses to consultation papers	Website - minutes	Free
Non confidential reports (by request)	Website Email	Free Free
Our Policies and Procedures		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Standing orders • Financial Regulations • Code of Conduct • Policy Statements 	Website Email Hardcopy	Free Free Charge
Registers		
Asset Register	Hard copy	Charge
Register of Members' interests	Website Hardcopy	Free Charge
Register of Gifts and Hospitality	Hardcopy	Charge
The services we offer		
Allotments		
Playing fields at School Rd, Davis Street and Martineau Green		
Community Orchard at Church Hill		
Seating, litter bins		
Noticeboards		
Charging Schedule		
Photocopying (black and white)		10p per sheet
Photocopying (colour)		20p per sheet
Postage, 2 nd class Royal Mail as standard		As requested
Statutory fees		If required

Written requests

Information held by the Parish Council 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.

Some paper documents held by the Clerk whereas other such documents are stored in Berkshire records office. If you wish to view any of the available documents please contact the Clerk. All requests for information should be in writing and include your name, contact details and a detailed description of the information you require.

Within 5 working days of receipt of your written request the Council will:

- (a) confirm to you whether or not it holds the information; and
- (b) advise you if a fee will be charged and provide you with the information after any relevant fee has been paid (unless an exemption applies).

Contact details:

Parish Clerk, Maria Bradshaw

Clerk@hurstpc.org.uk

T: 0118 9798914

Complaints

If you are dissatisfied with the response from the Council then please put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner.

Agreed by: Penny Curry

Chair

Date: 4th February 2025