



Earley Town Council Publication Scheme

This Model Publication Scheme is based on a template set out by the Information Commissioner's Office (ICO).

Earley Town Council will make the information listed in this document available unless: -

- it does not hold the information.
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- the information is readily and publicly available from an external website.
- the information is archived, out of date or otherwise inaccessible.
- it would be impractical or resource-intensive to prepare the material for routine release.

Re use of data: -

As a public authority, Earley Town Council will publish, where reasonably practicable under our publication scheme any dataset, it holds that has been requested, together with any updated versions, unless it is not appropriate to do so in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Earley Town Council is the only owner, the dataset will be made available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

The guidance in this document is not meant to give an exhaustive list of everything that is covered by the Model Publication Scheme.

Information Published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/ Noticeboards	Free via website/noticeboards Hard copies as per charges
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/ Noticeboards	Free via website/noticeboards Hard copies as per charges
Location of main Council office and accessibility details	Website/ Noticeboards	Free via website/noticeboards Hard copies as per charges
Staffing structure	Website	Free via website Hard copies as per charges
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)		
Annual return form and report by auditor	Website	Free via website Hard copies as per charges
Finalised budget	Hard Copy	As per charges
Precept	Website	Free via website Hard copies as per charges
Borrowing Approval letter	Hard Copy	As per charges
Financial Standing Orders and Regulations	Website	Free via website Hard copies as per charges
Grants given and received	Website/ Hard Copy	Free via website Hard copies as per charges
Members' allowances and expenses	Hard Copy	As per charges

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Plan	Website	Free via website
Annual Reports	Website/ Hard Copy	Free via website Hard copies as per charges
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee meetings and parish meetings)	Website/ Noticeboards	Free via website/noticeboards
Agendas of meetings (as above)	Website/ Noticeboards hard copies available for collection via offices three days in advance or at start of meeting.	Free via website
Minutes of meetings (as above)	Website	Free via website
Reports presented to council meetings	Website/ Hard Copy hard copies available for collection via offices three days in advance or at start of meeting.	Free via website As per charges
Responses to consultation papers	Website	Free via website
Responses to planning applications	Website	Free via website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders	Website	Free via website

Committee and sub-committee terms of reference	Hard Copy	As per charges
Delegated authority in respect of officers	Hard Copy	As per charges
Code of Conduct	Website	Free via the website
Policy statements	Website	Free via the website
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	Hard Copy	As per charges
Equality and diversity policy	Hard Copy	As per charges
Health and safety policy	Hard Copy	As per charges
Recruitment policies (including current vacancies)	Hard Copy	As per charges
Policies and procedures for handling requests for information	Website	Free via website
Complaints procedures	Website	Free via website
Information security policy	Hard Copy	Free via website
Records management policies (records retention, destruction and archive)	Hard Copy	As per charges
Data protection policies	Website	Free via website
Schedule of charges (for the publication of information)	Website	Free via website
Class 6 – Lists and Registers		
Any publicly available register or list	Hard Copy	As per charges
Asset register	Hard Copy	As per charges
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by the Town Council)	Not held	
Declarations of members' interests	Website	Free via website
Register of gifts and hospitality	Hard Copy	As per charges
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website	Free via website
Burial grounds	Website/ Hard Copy	Free via website
Community Centres	Website	Free via website
Parks, Sports Pitches and Recreational Facilities	Website	Free via website
Benches and Noticeboards	Hard Copy	As per charges
Bus shelters	Hard Copy	As per charges

Street Lighting	Hard Copy	As per charges
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees, hall hire charges, allotment charges, pitch hire charges)	Website	Free via website
Additional Information This will provide the Council with the opportunity to publish information that is not itemised in the lists above		
None	-	-

Contact details:

The Town Clerk
Earley Town Council
Council Offices
Radstock Lane
Earley
Reading
RG6 5UL

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 8p per sheet (black & white) Photocopying A3 16p per sheet (black & white)	Best estimate of actual cost
	Photocopying A4 25p per sheet (colour) Photocopying A3 50p per sheet (colour)	Best estimate of actual cost for colour, based on black and white cost
	Postage	Actual cost of Royal Mail standard 1 st /2 nd class
Statutory Fee	None	-
Other	Complex requests	Where the work exceeds 18hrs of work (which equates to £25 per hour = £450) the applicant may pay the charge or resubmit their request, so it falls under the limit.