

**SONNING COMMON PARISH COUNCIL**  
**Parish Office, Village Hall, Wood Lane, Sonning Common RG4 9SL**  
**SONNING COMMON PARISH COUNCIL MODEL PUBLICATION SCHEME**

Information available from Sonning Common Parish Council under the model publication scheme.

This document covers the kinds of information that the Information Commissioner's Office expects Parish Councils to provide in order to meet their commitments under the model publication scheme.

The expectation is that Parish Councils make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it 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.

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The Datasets 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

Information to be published	How the information can be obtained	Cost
<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.	Website Hard Copy	Free 10 pence a sheet
Who's who on the Council and its Committees	Website Hard Copy	Free 10 pence a sheet
Contact details for Parish Clerk, staff and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10 pence a sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10 pence a sheet
Staffing structure	Website Hard Copy	Free 10 pence a sheet

FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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<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 or website)	
Annual return form and report by External & Internal auditors	Website Hard Copy	Free 10 pence a sheet
Finalised budget	Website Hard Copy	Free 10 pence a sheet
Precept	Website Hard Copy	Free 10 pence a sheet
Borrowing Approval letter	On request if applicable	Free 10 pence a sheet
Standing Orders and Financial Regulations	Website Hard Copy	Free 10 pence a sheet
Grants given and received	Website Hard Copy	Free 10 pence a sheet
List of current contracts awarded and value of contract	On request if there are any current contracts	
Members' allowances and expenses	Website Hard Copy	Free 10 pence a sheet

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10 pence a sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10 pence a sheet
<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 and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10 pence a sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10 pence a sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10 pence a sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10 pence a sheet

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Responses to consultation papers	Website Hard Copy	Free 10 pence a sheet
Responses to planning applications	Website Hard Copy	Free 10 pence a sheet
Byelaws (if applicable)	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website Hard Copy	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10 pence a sheet
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
Internal instructions to staff and policies relating to the delivery of services	N/A	
Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Website Hard Copy	Free 10 pence per sheet

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Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10 pence a sheet
Information security policy	Website Hard Copy	Free 10 pence a sheet
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10 pence a sheet
GDPR and Data protection policies	Website Hard Copy	Free 10 pence a sheet
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10 pence a sheet
<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)	None	
Asset Register	Website Hard Copy	Free 10 pence a sheet

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Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None	
Register of members' interests	Hard Copy	10 pence a sheet
Register of gifts and hospitality	None	
<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)	
Allotments	Hard copy or website	-
Burial grounds and closed churchyards	Hard copy or website	-
Village hall	Website or contact Sonning Common PC Office	Free 10 pence a sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10 pence a sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 10 pence a sheet
Bus Shelters	Website Hard Copy	Free 10 pence a sheet

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Markets	N/A	
Public conveniences	Website	
Agency agreements	Website/Hard Copy	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard Copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website Hard Copy	Free 10 pence a sheet

**Contact details:**

Mrs Sara Underwood

Responsible Financial Officer & Deputy Clerk

Telephone: 0118 972 3616

Email: [sara.underwood@sonningcommonparishcouncil.gov.uk](mailto:sara.underwood@sonningcommonparishcouncil.gov.uk)

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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 @ ..75p 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 (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority

Adopted on 14<sup>th</sup> April 2025 – Minute reference 25/144

Date for next review: April 2026