



Model Publication Scheme

Adopted: May 2021 | Reviewed: May 2026 | Next Review Due: May 2027
Version: DPC.MAY 2026.VER.2

Datchet Parish Council has adopted the Information Commissioner’s Office (ICO) *Model Publication Scheme*, available at:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

This document sets out the information the Council routinely publishes, how it can be accessed, and any associated charges.

The Council will make information available unless:

- it does not hold the information
- it is exempt under the Freedom of Information Act 2000 or Environmental Information Regulations
- it is already publicly available elsewhere (a link will be provided)
- it is archived, out of date, or inaccessible
- it would be impractical or resource-intensive to prepare for routine release

Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts (current information only)

Information	How to obtain	Cost
Who’s who on the Council and its Committees	Website & Notice Boards	Free
Contact details for Parish Clerk and Councillors	Website & Notice Boards	Free
Location of main Council office and accessibility details	Website & Notice Boards	Free
Staffing structure	Website	Free

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 (current and previous financial year)

Information	How to obtain	Cost
Annual Governance & Accountability Return (AGAR) and external auditor report	Website & Notice Boards	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing approval letter	Not held	n/a
Financial Regulations & Standing Orders	Website	Free
Grants received	Hard copy from Parish Clerk	20p per page + postage

DATCHET PARISH COUNCIL



Information	How to obtain	Cost
List of current contracts awarded and value	Hard copy from Parish Clerk	20p per page + postage
Members' allowances and expenses	Hard copy from Parish Clerk	20p per page + postage

Class 3 – What our priorities are and how we are doing

Strategies, plans, performance indicators, audits, inspections and reviews (current and previous year)

Information	How to obtain	Cost
Parish Plan	Not applicable	n/a
Annual Report to Parish Meeting	Website	Free
Quality status	Not applicable	n/a
Local charters (DCLG guidelines)	Not held	n/a

Class 4 – How we make decisions

Decision-making processes and records of decisions (current and previous council year)

Information	How to obtain	Cost
Timetable of meetings	Website & Notice Boards	Free
Agendas	Website & Notice Boards	Free
Minutes (excluding confidential items)	Website	Free
Reports presented to Council (excluding confidential items)	Website	Free
Responses to consultation papers	Hard copy from Parish Clerk	20p per page + postage
Responses to planning applications (as recorded in minutes)	Website	Free
Bye-laws	Website	Free

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information	How to obtain	Cost
Standing Orders, Financial Regulations, Code of Conduct, Committee Terms of Reference, Delegated Authority	Website	Free



Information	How to obtain	Cost
Internal instructions to staff, service delivery policies, Equality & Diversity, Health & Safety, Recruitment, Complaints, FOI procedures	Website / Hard copy from Parish Clerk	Free / 20p per page + postage
Information Privacy Policy (GDPR)	Website	Free
Records management (retention, destruction, archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges	Website	Free

Class 6 – Lists and Registers

Currently maintained public lists and registers

Information	How to obtain	Cost
Assets Register	Website	Free
Disclosure log	Hard copy from Parish Clerk (if applicable)	20p per page + postage
Register of Members' Interests	Website	Free
Register of gifts and hospitality	Inspection by appointment	Free

Class 7 – The services we offer

Information about the services we offer (current information only)

Information	How to obtain	Cost
Allotments	Not applicable	n/a
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials, lighting	Website	Free
Bus shelters	Not applicable	n/a
Markets	Not applicable	n/a
Public conveniences	Not applicable	n/a
Agency agreements	Hard copy from Parish Clerk	20p per page + postage

DATCHET PARISH COUNCIL



Information	How to obtain	Cost
Fees and charges for services (e.g., burial fees)	Website	Free
Additional information	Published on website where appropriate	Free

Contact details

Clerk to Datchet Parish Council

1 Allen Way, Datchet, Slough, Berkshire, SL3 9HR

Tel: 01753 773499

Email: clerk@datchetparishcouncil.gov.uk

Requests for hard copies or inspection appointments should be made to the Clerk.

Schedule of Charges

Type of charge	Description	Basis
Disbursement costs	Photocopying @ 20p per sheet (B&W)	Actual cost + staff time
	Photocopying @ 28p per sheet (colour)	Actual cost + staff time
	Postage	Royal Mail 2nd class
Statutory fees	As prescribed in relevant legislation	Actual statutory cost
Other	None	n/a