

CHESHAM BOIS PARISH COUNCIL
FREEDOM OF INFORMATION ACT: PUBLICATION SCHEME
 [Adopted December 2008]

Information available from Chesham Bois Parish Council under the Freedom of Information Publication Scheme

INFORMATION PUBLISHED	HOW IT CAN BE OBTAINED	COST
Class1 - Who We Are & What We Do Organisational information, structures, locations and contacts (current information only)	Website Hard Copy – Contact Clerk	
Who's who on the Council and its Committees	Website/hard copy	10p per A4 sheet
Contact details for Parish Clerk and Council members	Website/hard copy Noticeboards	As above
Location of main Council office. (Ground Floor accessibility only)	Website/hard copy Noticeboards	As above
Staffing structure	None	As above

Class 2 – What We Spend & How We Spend It (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website/hard copy	As above
Finalised budget	Hard copy	As above
Precept	Hard copy	As above
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Website/Hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members' allowances and expenses	Hard copy	As above

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Class 3 – What Our Priorities Are & How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy	10p per A4 sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

Class 4 – How We Make Decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, Planning committee and parish meetings)	Website Hard Copy Noticeboards	10p per A4 sheet
Agendas of meetings (as above)	Website Hard Copy Noticeboards	10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	10p per A4 sheet
Responses to planning applications	Chiltern District Website Hard Copy	10p per A4 sheet
Bye-laws	Hard Copy	10p per A4 sheet

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<p>Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website / Hard Copy	10p per A4 sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Complaints Procedure: Website / Hard Copy	As above
Information security policy	Hard Copy	As above
Records management policies (records retention, destruction and archive)	Hard Copy	As above
Data protection policies	Hard Copy	As above
Schedule of charges (for the publication of information)	See below	As above

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Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list e.g. Burial Registers	By Inspection	
Assets Register	Hard Copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy	10p per A4 sheet
Register of members' interests	Website/Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet

Class 7 – The Services We Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	Website / Hard copy	10p per A4 sheet
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	As above
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard Copy	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website / hard copy	As above

Additional Information		
Parish Maps – Framed and Unframed		POA
Historical Booklet		POA
Parish Walks Leaflet		Free
Burial Ground Pamphlet		Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @ 0.10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

For further information please contact:

The Parish Clerk. Chesham Bois Parish Council
 Parish Centre, Glebe Way, Chesham Bois Bucks HP6 5ND
 Tel: 01494 432585 email: clerk@cheshamboispc.org.uk