

**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 TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
<b>Class1 - Who We Are &amp; What We Do</b> Organisational information, structures, locations and contacts Current information only		
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
<b>Class 2 – What We Spend &amp; 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		
Annual return form and report by auditor	Website/hard copy	As above
Finalised budget	Website/hard copy	As above
Precept	Website/hard copy	As above
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
Pay schedules – all expenditure	Website (with Council reports/hard copy	As above

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
<b>Class 3 – What Our Priorities Are &amp; How We Are Doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish (current and previous year as a minimum)	Website as part of Annual Parish Meeting minutes/hard copy	10p per A4 sheet
<b>Class 4 – How We Make Decisions</b> (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	As above
Agendas of meetings (as above)	Website/hard copy/ Noticeboards	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. Appendices to reports that only exist in hard copy may not be made available via the website if they are very large, but can be viewed as hard copies.	Website/hard copy	As above
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Chiltern District Website Hard Copy	As above
Bye-laws	Website/hard Copy	As above

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
<b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  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)	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

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
<b>Class 6 – Lists and Registers</b> 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	As above
Register of members' interests	Website/hard copy	As above
Register of gifts and hospitality	Hard copy	As above
<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		
Burial Ground Map	Inspection at Council Office only	
Burial Ground Burial Records	Inspection at Council Office only	
Burial Ground Fees & Charges	Website/hard copy	10p per A4 sheet
Burial Ground Memorial application procedures and regulations	Website/hard copy	As above
Use of Council Land by Organised Groups application procedures and regulations	Hard copy	As above
Parks, playing fields and recreational facilities	Hard copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard copy	As above
Agency agreements	Hard Copy	

<b>Additional Information</b>		
Parish Maps – Framed and Unframed		POA
Historical Booklet		POA
Parish Walks Leaflet		Free
Burial Ground Brochure		Free

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

### **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](mailto:clerk@cheshamboispc.org.uk)

**Adopted:** December 2008

**Last Review:** September 2018

**Next Review:** September 2022