

# Freedom of information Act

## Information available from Little Chalfont Parish Council under the Model Publication Scheme

### INTRODUCTORY COMMENTS

At its 2 December 2009 meeting Little Chalfont Parish Council agreed to formally adopt the National Association of Local Councils' New Model publication Scheme with effect from 1 January 2009. At a subsequent meeting, held on 13 January 2009, it was agreed that 5p per A4 copy plus any relevant postage or packaging would be charged and that applications to receive or view information under the Act that is not yet available on the Parish Council web-site, should be made in writing to Janet Mason, Parish Clerk at Little Chalfont Parish Council, Little Chalfont Village Hall, Cokes Lane, Little Chalfont, HP8 4UD. It should be noted that as a new Parish Council, Little Chalfont is still developing its system for providing documents and at the moment the documents marked on the attached list are available.

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)	Web- site <a href="http://www.littlechalfont-pc.gov.uk">www.littlechalfont-pc.gov.uk</a>	Free from web-site or 5p per A4 sheet plus postage and packaging on application to the Clerk.
Who's who on the Council and its Committees	Web-site	

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web-site	
Location of main Council office and accessibility details	Web-site	
Staffing structure	Web-site	
<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 and/or website)	
Annual return form and report by auditor	Apply to Clerk	
Finalised budget	Apply to Clerk	
Precept	Apply to Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Apply to Clerk	
Grants given and received	Apply to Clerk	
List of current contracts awarded and value of contract	Apply to Clerk	
Members' allowances and expenses	Apply to Clerk	
	Apply to Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Currently being formulated	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web-site	
Quality status	Not applicable	

Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Web-site	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site	
Agendas of meetings (as above)	Web-site	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web-site	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On application to the Clerk	
Responses to consultation papers	On application to the Clerk	
Responses to planning applications	Web-site	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders	On application to the Clerk	below

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On application to the Clerk	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services 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)	On application to the Clerk	
Information security policy	On application to the Clerk	
Records management policies (records retention, destruction and archive)	On application to the Clerk	
Data protection policies	On application to the Clerk	
Schedule of charges )for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	On application to the Clerk	
Assets Register	On application to the Clerk	
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)	Under development	

Register of members' interests	Under development	
Register of gifts and hospitality	Under development	
<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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Web-site	
Parks, playing fields and recreational facilities	Web-site	
Seating, litter bins, clocks, memorials and lighting	On application to the Clerk	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Please note that we hope to be able to add to this list as the council develops and will update this document regularly</b>		

**Contact details: Mrs J E Mason, Parish Clerk, Little Chalfont Parish Council, Little Chalfont Village Hall, Cokes Lane, Little Chalfont. HP8 4UD**

#### 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 @5.p per sheet (black & white)	Actual cost
	Colour photocopying not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class