

Information available from Chesham Bois Parish Council under the Model Publication Scheme – December 2008

***All items marked hard copy are available at a cost of 10p per sheet plus £1 administration fee. Items marked website are free**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	Website/hard copy	*
Contact details for Parish Clerk and Council members Addresses & Phone Numbers	Website or apply to the Clerk: Mrs J Gossling Chesham Bois Parish Council, Glebe Way, Amersham Bucks HP6 5ND 01494 432585 parishclerk@btconnect.com	
Location of main Council office and accessibility details	As above 1.00pm – 4.00 pm, Mon-Fri, excl Weds. meetings by appointment	
Staffing structure – Clerk /Sexton	Apply to Clerk	

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		
Annual return form and report by auditor	Available at the Annual Meeting, hard copy and on website	*
Finalised budget	Website - in minutes	
Precept	Website - in minutes	
Borrowing Approval letter	No Loans in existence	
Financial Standing Orders and Regulations	Apply to the Clerk	
Grants given and received	Website – Minutes	
List of current contracts awarded and value of contract	Apply to the clerk	
Members Allowances & Expenses	Apply to the Clerk	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	No current plan	
Annual Report to Parish or Community Meeting (current and previous year)	Annual Parish Meeting, Website - Minutes or hard copy	*
Quality status	Not applied for yet	
Local charters drawn up in accordance with DCLG guidelines	None in place yet	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website & noticeboard	
Agendas of meetings (as above)	On website and noticeboard 3 clear days before meeting	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	On website	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy available at the Council meeting. Summarised in the Minutes	
Responses to consultation papers	Website – see Minutes	
Responses to planning applications	Website – see Planning Committee Minutes	
Bye-laws	Summary on the Common noticeboard / For the full Bye-laws apply to the clerk	*

Class 5 – Our policies and procedures (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 working party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Apply to the clerk Apply to the clerk Apply to the clerk Apply to the clerk Apply 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)	Not yet available	
Information security policy	Apply to the Clerk	
Records management policies (records retention, destruction and archive)	Apply to the Clerk	
Data protection policies	No data not in the public domain	
Schedule of charges (for the publication of information)	On this document	

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	Apply 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)		
Register of members' interests	Apply to the clerk	
Register of gifts and hospitality	Apply to the clerk	
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 – Apply to the Duke of Bedford's Trust	Website	
Burial grounds	Website / brochure	free
Community Centre/Village Hall – apply to St Leonards Church		
Chesham Bois Common & Woodland	Website / village walk/pond leaflet	free
Seating, Litter Bins, Dog Waste Bins, the War Memorial	Apply to the Clerk	
Agency agreements – Grass Cutting for BCC	Apply to the Clerk	
Street Lighting in the Parish	Apply to the Clerk	
Summary of Services for which the council is entitled to recover a fee, together with those fees – The Burial Ground	Website/brochure from the Clerk	Free

Additional Information		
Parish Council Newsletters produced biennially	Delivered door to door	free
Chesham Bois – A Celebration of the Village & Its History – Produced for the Millennium	Booklet available from the Clerk	£3
Parish Map – Produced for the Millennium	Apply to the Clerk	Unframed £6 Framed £38

Contact details:

Clerk as above
parishclerk@btconnect.com
Website www.cheshambois-parishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10.p per sheet (black & white) + Administration @ £1	Actual cost based on computer printing + Clerk's time
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation
Other		