



**SHENLEY BROOK END AND TATTENHOE
PARISH COUNCIL**

Freedom of Information

**Information available from Shenley Brook End & Tattenhoe Parish Council in
accordance with the Freedom of Information Act**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	The Parish Magazine – Community News – is published quarterly and distributed to every house in the Parish. On the Parish's web-site www.shenleybrookend-pc.gov.uk	Nil for single copies Nil
Who's who on the Council and its Committees	-do-	-do-
Contact details for Parish Clerk and Council members	-do-	-do-
Office address and accessibility.	-do-	-do-
Staffing structure	-do-	
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 for the current and previous financial years	The annual return published in July, in Community News, and on the web-site.	-do-
Annual return form and report by auditor	By application to the Parish Clerk	-do-
Finalised budget	-do-	-do-
Precept	-do-	-do-
Financial Standing Orders and Regulations	-do-	-do-
Grants given and received	-do-	-do-
List of current contracts awarded and value of contracts	-do-	
Members' allowances and expenses	Published annually and by application to the Parish Clerk	-do-

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	By application to the Parish Clerk	
Annual Report to the Parish Meeting (current and previous years)	By application to the Parish Clerk, in Community News, and on the web-site.	-do-
Quality status	Not applicable	-do-
Local charters drawn up in accordance with DCLG guidelines	Not applicable	-do-
Class 4 – How we make decisions Our decision making processes and records of decisions	By application to the Parish Clerk.	-do-
Timetable of meetings	By application to the Parish Clerk, in Community News, on the web-site, and on Parish notice boards	-do-
Agendas of meetings	By application to the Parish Clerk, on the web-site, and on Parish notice boards.	-do-
Minutes of meetings– excluding information that is properly regarded as private to the meeting.	By application to the Parish Clerk, and on the web-site.	-do-
Reports presented to Council meetings - excluding information that is properly regarded as private to the meeting.	By application to the Parish Clerk	-do-
Responses to consultation papers	-do-	-do-
Responses to planning applications	-do-	-do-
Bye-laws	None issued.	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	By application to the Parish Clerk	-do-

<p>Policies and procedures for the conduct of Council business.</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p>	<p>By application to the Parish Clerk</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p>
<p>Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (and current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Information security policy</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Data protection policies</p>	<p>By application to the Parish Clerk</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p>
<p>Schedule of charges for the publication of information)</p>	<p>By application to the Parish Clerk</p>	<p>-do-</p>

Class 6 – Lists and Registers		
Current lists and registers only	By application to the Parish Clerk	
Any publicly available register or list	-do-	-do-
Assets Register	-do-	-do-
Register of members' interests	-do-	-do-
Register of gifts and hospitality	-do-	-do-
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	By application to the Parish Clerk	-do-
Community centres and village halls	-do-	-do-
Parks, playing fields and recreational facilities	-do-	-do-
Seating, litter bins	-do-	-do-
A summary of services for which the Council is entitled to recover a fee, together with those fees	By application to the Parish Clerk	-do-

Contact details:

W T Dawson, Parish Clerk 01908 521538
Clerk@shenleybrookend-pc.gov.uk.

SCHEDULE OF CHARGES

This describes the charges that will be levied.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (i.e. the actual statute)

* The actual cost incurred by the Council