

Freedom of Information.
Information available from Long Crendon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
<ul style="list-style-type: none"> Who's who on the Parish Council and its committees 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Contact details for Clerk and Parish Council members with telephone number and email address 	Hard copy from Clerk/noticeboards	10p/sheet/free
<ul style="list-style-type: none"> Parish Council office details and accessibility details 	Hard copy from Clerk/notice boards	10p/sheet/free
<ul style="list-style-type: none"> Staffing structure 	Hard copy from Clerk	10p/sheet
Class 2 – What we spend and how we spend it		
<ul style="list-style-type: none"> Annual Return form and report from Auditor 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Finalised budget 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Precept 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Borrowing Approval letter 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Financial Standing Orders and Regulations 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Grants given and received 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> List of current contracts awarded and value of contract 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Members' allowances and expenses 	Hard copy from Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing		
<ul style="list-style-type: none"> Parish Plan (current and previous year as a minimum) 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Annual Report to Parish or Community Meeting (current and previous year as a minimum) 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Quality status 		
<ul style="list-style-type: none"> Local charters drawn up in accordance with DCLG guidelines 		
Class 4 – How we make decisions		
<ul style="list-style-type: none"> Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) 	Hard copy from Clerk/notice boards	10p/sheet

<ul style="list-style-type: none"> Agendas of meetings (as above) 	Hard copy from Clerk/notice boards	10p/sheet
<ul style="list-style-type: none"> Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. 	Hard copy from Clerk/notice boards	10p/sheet
<ul style="list-style-type: none"> Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Responses to consultation papers 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Responses to planning applications 	Hard copy from Clerk	10p/sheet
<ul style="list-style-type: none"> Bye-laws 	Hard copy from Clerk	10p/sheet
Class 5 – Our policies and procedures		
	Current information only	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	Hard copy from Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> 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) 	Hard copy from Clerk	10p/sheet
Information security policy	Hard copy from Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy from Clerk	10p/sheet
Data protection policies	Hard copy from Clerk	10p/sheet
Schedule of charges (for the publication of information)		See below
Class 6 – Lists and Registers		
	Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most	Available for inspection – contact Clerk	
	Available for inspection –	

circumstances existing access provisions will suffice)	contact Clerk	
Assets Register	Available for inspection – contact 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)	Available for inspection – contact Clerk	
Register of members' interests	Available for inspection – contact Clerk	
Register of gifts and hospitality	Available for inspection – contact 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	hard copy; some information may only be available by inspection	
Allotments	Hard copy from Clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard copy from Clerk	10p/sheet
Seating, litter bins, memorials and lighting	Hard copy from Clerk	10p/sheet
Bus shelters	Hard copy from Clerk	10p/sheet
Agency agreements	Hard copy from Clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Clerk	10p/sheet

Contact details: Clerk to Long Crendon Parish Council

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Copier fee, paper, Clerk's time
	Postage DL envelope – 50p Large Letter 0-100g - £1.00 Large Letter 101-250g - £2.50	Envelope plus second class postage
Clerk's Time to be charged where appropriate.	Preparing information packs/ photocopying/etc.	Clerk's current hourly rate charged per quarter hour or part thereof when appropriate.