

Information available from Hughenden Parish Council under the model publication scheme Effective from 11th September 2008

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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	<i>(hard copy and/or website)</i> NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Who's who on the Council and its Committees Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Hard Copy	FREE*
Location of main Council office and accessibility details	Website and Hard Copy Accessibility details on request from Clerk	FREE*
Staffing structure	Website and Hard Copy	FREE*
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 as a minimum	<i>(hard copy and/or website)</i> NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Annual return form and report by auditor	Website and Hard Copy	FREE*
Finalised budget	Website and Hard Copy	FREE*
Precept	Website and Hard Copy	FREE*
Borrowing & Grant Approval information	Website and Hard Copy	FREE*
Financial Standing Orders and Regulations	Hard Copy	FREE*
Grants given and received	Website (recorded in minutes) and Hard Copy	FREE*
List of current contracts awarded and value of contract	Website (recorded in minutes) and on request	FREE*
Members' allowances and expenses	On request from Clerk	FREE*

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and Hard Copy	FREE*
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard Copy and Parish Noticeboard	FREE
Agendas of meetings (as above)	Website, Hard Copy and Parish Noticeboard	FREE*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and Hard Copy	FREE*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy (either prior to or at the meeting)	FREE*
Responses to consultation papers	Website (recorded in minutes) and Hard Copy on request	FREE*
Responses to planning applications	Website (recorded in minutes) and Hard Copy	FREE*
Bye-laws	Hard Copy	FREE*

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website) NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
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	Hard Copy	FREE*
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	Hard Copy	FREE*
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and Hard Copy	FREE*
Information security policy	Hard Copy	FREE*
Records management policies (records retention, destruction and archive)	Hard Copy	FREE*
Data protection policies	Website and Hard Copy	FREE*
Schedule of charges (for the publication of information)	Website and Hard Copy	FREE*

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection) NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	Hard Copy	FREE*
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)	Not held	
Register of members' interests	Website and Hard Copy. Also held by Wycombe District Council.	FREE*
Register of gifts and hospitality	Hard Copy	FREE*
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 or website; some information may only be available by inspection) NB: Hard copies can be requested by contacting the Clerk and will usually be available electronically	
Allotments	Website and Hard Copy	FREE*
Burial grounds and closed churchyards	Website and Hard Copy	FREE*
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website and Hard Copy (no available for rental/hire)	FREE*
Seating, litter bins, clocks, memorials and lighting	Website and Hard Copy	FREE*
Bus shelters	Website and Hard Copy	FREE*
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website and Hard Copy	FREE*

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Various other information is available on the website. For those with no internet access, access to the Parish website can be obtained at your local library or free by limited arrangement at the Parish Council offices.

Contact details:

Clerk to the Council
Hughenden Parish Council
The Common
Great Kingshill
High Wycombe
Bucks HP15 6EN

hughendenpc@btconnect.com

tel. 01494 715296

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost **
	Photocopying @ 20p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	NOT APPLICABLE	In accordance with the relevant legislation (quote the actual statute)
Other	NONE	

* Where the cost is listed as FREE this is for website access or where Hard Copy is sent by email or copies already exists for dispersing to the public. The Council may charge where hard copies need to be specially printed and (or) anything posted according to the costs above.

** the actual cost incurred by the public authority