

Information available from Denham Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website (Council)	Free
List of Council members and their responsibilities as well a list of Council Committees	Website (Council)	Free
Details of any representation on local public bodies	Website (Outside Bodies)	Free
Postal and email address	Website – Contact info	Free
Contact details for Parish Clerk and Council members	Website (Officers)	Free
Where possible, provide named contacts including contact phone numbers and email addresses	Website (Councillors)	Free
Location of main Council office and accessibility details	Website (Contact info)	Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website (AGAR)	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not Applicable	
All items of expenditure above £100	Payments List/Website	Free
Financial Standing Orders and Regulations	Website (Policies)	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard Copy	Charges may apply
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
	Website (Audits)	Free
Annual governance statement in format included in the Annual Return form	Website (AGAR)	Free
Parish Plan	Not Held	

Annual Report to Parish or Community Meeting	Website (Minutes)	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy	Charges may apply
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) Website (Agenda/Minutes)	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Not Held	
Responses to planning applications	Website (Minutes)	Free
Bye-laws	Not Held	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) Website	Free
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	Website Website Website Website Website	Free Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Website Website Website Website	Free Free Free Free Free Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Companies House information available by inspection.	Charges may apply
Assets register, including details of public land and building assets	Hard Copy	See Charges
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	See Charges
Register of members' interests	Hard Copy	See Charges
Register of gifts and hospitality	Hard Copy	See Charges
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	Hard Copy	See Charges
Allotments	Hard Copy	See Charges
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard Copy	See Charges
Seating, litter bins, clocks, memorials and lighting	Hard Copy	See Charges
Bus shelters	Hard Copy	See Charges
Markets	Not Applicable	

Public conveniences	Not Applicable	
Agency agreements	Hard Copy	See Charges
Services for which we are entitled to recover a fee and details of those fees (eg burial fees) Please submit a written request for detailing the reason for the Freedom of Information request. Upon receipt of your inquiry the Parish Council have 20 days to respond to your request. Vexatious complaints will be dealt with on a case-by-case basis, determining whether the response has been previously responded to under an earlier Freedom of Information request.	Freedom of Information Requests	See Charges
Additional Information Information not itemised in the lists above		

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 sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage 0.91p up to 100g Large Letter £1.55 and Large Letter 101g to 250g £1.90	Actual cost of Royal Mail standard 2 nd class

		Postage charges may vary, depending on Royal Mail review.
Statutory Fee	The amount that you may be charged depends on the cost of complying with the request has exceeded the appropriate limit. The appropriate limit is established under Section 12 of FOIA and is calculated in accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI Number 3244. The cost under this legislation is £25 per person per hour (up to a maximum limit of £450, if below this amount the public authority must deal with the FOI request.	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred