

## Information available from Croxley Green Parish Council under the Freedom of Information publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Current Information only</p>	
<p>Who's who on the Council and its Committees</p>	<p>Web site</p>	<p>free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Web site</p>	<p>free</p>
<p>Location of main Council office and accessibility details</p>	<p>Web site</p>	<p>free</p>
<p>Staffing structure</p>	<p>Web site</p>	<p>free</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Limited to 2 years (Web site)</p>	
<p>Annual return form and report by auditor</p>	<p>Web site</p>	<p>*copy charge</p>
<p>Finalised budget</p>	<p>Web site</p>	<p>free</p>
<p>Precept</p>	<p>Included in budget above</p>	

Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Web site	free
Grants given and received	Web site	free
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	Hard copy	free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site	*copy charge
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Limited to 2 years (Web site – via Minutes)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site	free
Agendas of meetings (as above)	Web site	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site (where possible)	*copy charge
Responses to consultation papers	Hard copy	*copy charge
Responses to planning applications	Web site (via Minutes of Planning & Development Meetings)	free
Bye-laws	n/a	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Current Information only (Web site)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Web site	*copy charge
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Web site	*copy charge
Information security policy	Web site	*copy charge
Records management policies (records retention, destruction and archive)	Hard copy	*copy charge
Data protection policies	Web site	*copy charge
Schedule of charges (for the publication of information)	See below	free

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	by inspection	
Assets Register	by inspection	
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)	Web site	
Register of members' interests	Web site	
Register of gifts and hospitality	by inspection	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Current Information only	
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Web site	*copy charge
Bus shelters	Web site	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard copy	*copy charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Pump Magazine	<a href="#">Web site</a>	<a href="#">free</a>

*\* a copy charge will be made where information has been requested in hard copy form. The Schedule of Charges is set out below.*

**Contact details:**

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[Clerk](#)  
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## 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
<b>Disbursement cost</b>	Photocopying @ 1p per A4 sheet (black & white)	Actual cost **
	Photocopying @ 10p per A4 sheet (colour)	Actual cost **
	Postage 1 <sup>st</sup> @ 63p (> 100g) 1 <sup>st</sup> @ 95p (large > 100g) 2 <sup>nd</sup> @ 54p (>100g)	Actual cost ** (as at March 2015)
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Search fee	Actual hourly costs of staff time to search for information requested.

\*\* the actual cost incurred by this public authority