



Chorleywood Parish Council Freedom of Information – Guide to Published Information

Information available from Chorleywood Parish Council under the 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)		
Who's who on the Council and its Committees	Website Noticeboards/Library Hard copy – Parish Council offices	Free Free 10p/sheet
Contact Details for Parish Clerk and Council Members	Website Noticeboards/Library Hard copy – Parish Council offices	Free Free 10p/sheet
Location of main Council Office and accessibility details	Website Noticeboards/Library Hard copy – Parish Council offices	Free Free 10p/sheet
Staffing Structure	Hard copy – Parish Council offices	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.)		
Annual Return form and report by auditor	Hard Copy – Parish Offices	10p/sheet
Finalised Budget	Hard Copy – Parish Offices	10p/sheet
Precept	Hard Copy – Parish Offices	10p/sheet
Financial Regulations and Standing Orders	Hard Copy – Parish Offices	10p/sheet
Grants given and received	Hard Copy – Parish Offices	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – Parish Offices	10p/sheet
Members' allowances and expenses	Hard Copy – Parish Offices	10p/sheet



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits and reviews)		
Annual Report to Parish (Current and Previous Years)	Website Hard copy – Parish Council offices	Free 10p/sheet
Quality Status	N/A	
Community Plan (Draft)	Hard copy – Parish Council offices	10p/sheet
Chorleywood Common Management Plan	Hard copy – Parish Council offices	Free
Councils Four Year Vision	Hard copy – Parish Council offices	Free

Class 4 – How we make decisions (Decision process and records of decision)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboards/Library Hard copy – Parish Council offices	Free Free 10p/sheet
Agendas of meetings (as above)	Website Noticeboards/Library Hard copy – Parish Council offices	Free Free 10p/sheet
Minutes of meetings (as above) Note: This will exclude information that is properly regarded as private to the meeting.	Website Hard copy – Parish Council offices	Free 10p/sheet
Reports presented to Council Meetings Note: This will exclude information that is properly regarded as private to the meeting.	Website Hard copy – Parish Council offices	Free 10p/sheet
Responses to consultation papers	Hard copy – Parish Council offices	10p/sheet
Responses to planning applications	Hard copy – Parish Council offices TRDC Website – Planning Portal	10p/sheet Free
Bye-laws	Hard Copy – Parish Offices	£1.00
Common Scheme of Regulation 1954	Hard Copy – Parish Offices	£1.00



Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only – not historical		
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 – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Hard Copy – Parish Council Offices Website Hard Copy – Parish Council Offices	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet Free 10p/sheet
Information security policy	Hard Copy – Parish Council Offices	10p/sheet
Records management policy (records retention, destruction and archive)	Hard Copy – Parish Council Offices	10p/sheet
Data protection policies	Hard Copy – Parish Council Offices	10p/sheet
Schedule of charges (for the publication of information)	Website Hard Copy – Parish Council Offices	Free 10p/sheet

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicity available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	Inspection	Free
Assets Register	Hard Copy – Parish Council Offices	10p/sheet
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)	Hard Copy - Parish Council Offices	10p/sheet
Register of members' interests	Hard Copy – Parish Council Offices	10p/sheet
Register of gifts and hospitality	Hard Copy – Parish Council Offices	10p/sheet



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		
Allotments	Website Hard Copy – Parish Council Offices	Free Free
Burial Grounds and closed church yards	Website Hard Copy – Parish Council Offices	Free Free
Community centres and village halls	Website Hard Copy – Parish Council Offices	Free Free
Parks, playing fields and recreational facilities	Website Hard Copy – Parish Council Offices	Free Free
Seating, litterbins, clocks, memorials and lighting	Hard Copy – Parish Council Offices	Free
Agency Agreements	Hard Copy – Parish Council Offices	Free
A summary of services for which the council is entitled to recover a fee, together with those fees		

Additional information		
Common Management Plan	Website Hard Copy – Parish Council Offices	Free Free
Groveswood Management Plan	Website Hard Copy – Parish Council Offices	Free Free
Circular Walk Leaflet	Website Hard Copy – Parish Council Offices	Free Free
Grant Application Pack	Website Hard Copy – Parish Council Offices	Free Free
Chorleywood Matters	Website Hard Copy – Parish Council Offices	Free Free
Village Halls information	Website Hard Copy – Parish Council Offices	Free Free



Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & White)	Actual cost
	Photocopying @ 35p per sheet (colour)	Actual cost
	Printing @ 35p per sheet (colour)	Actual cost
	Postage	Royal mail standard charges
	Complex request requiring investigation or research	£25.00 per hour overhead cost of staff

Contact Details

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Parish Council Notice Board Locations:

Outside Parish Office, Rickmansworth Road, Main Parade near news agents, Chorleywood Library Parish Noticeboard, War Memorial Hall, Common Road, Bullsland Hall, Bullsland Lane.