

## Information available from Aldenham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost for hard copy
<p><b>Class1 - Who we are and what we do</b></p> <p>This will be current information only</p>	<p>(Organisational information, structures, locations and contacts)</p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy/AR/Website</p>	<p>10p per sheet</p>
<p>Contact details for Parish Clerk Council Manager and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy/AR/Website</p>	<p>10p per sheet</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Current and previous financial year as a minimum</p>	<p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	
<p>Annual return form and report by auditor</p>	<p>Hard Copy/Website</p>	<p>10p per sheet</p>
<p>Finalised budget</p>	<p>Hard Copy/Website</p>	<p>10p per sheet</p>
<p>Precept</p>	<p>Hard Copy/Website (FC minutes)</p>	<p>10p per sheet</p>
<p>Borrowing Approval letter</p>	<p>n/a</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy/Website</p>	<p>10p per sheet</p>
<p>Grants given and received</p>	<p>Hard Copy/Website</p>	<p>10p per sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy</p>	<p>10p per sheet</p>
<p>Members' allowances and expenses</p>	<p>n/a as members voted not to claim allowances other than travel to anything other than council meetings</p>	

<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	
Radlett Neighbourhood Plan	Hard Copy/Website (link currently until adopted)	10p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy/AR/Website	Current year free 10p per sheet any previous year
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/AR/Website	10p per sheet
Agendas of meetings (as above)	Hard Copy/Website	Free at meetings
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy/Website	10p per sheet
Bye-laws	Hard Copy	10p per sheet
<b>Class 5 – Our policies and procedures</b>	Current written protocols, policies and procedures for delivering our services and responsibilities)	
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/Website	10p per sheet

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy/some on website	10p per sheet
Information security policy	Hard Copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard Copy	10p per sheet
Schedule of charges )for the publication of information)	Hard Copy/Website	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)	Hard Copy	Free
Assets Register	Hard Copy	Free
Register of members' interests	HertsmereBC	
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	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
<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	
Allotments Policy & Charges	Hard Copy/Website	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy—inspection if applicable	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet

Bus shelters	HertsmereBC	
Public conveniences	HertsmereBC	
Agency agreements	Hard Copy	10p per 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	10p per sheet
Disbursement cost	Photocopying @10p per sheet black and white Photocopying @25p per sheet colour. Postage & Packing	Actual cost  10p per sheet

**Contact details:**

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