

## Information available from Aldenham Parish Council under the model 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>(hard copy and/or website)</p> <p>Hard Copy</p>	<p>10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy/AR</p>	<p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy/AR</p>	<p>10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy/AR/Website</p>	<p>10p per sheet</p>
<p>Staffing structure</p>	<p>Hard Copy</p>	<p>10p per sheet</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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Hard Copy	10p per sheet
Precept	Hard Copy	10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Hard Copy	10p per sheet
Grants given and received	Hard Copy/Website	10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Hard Copy	10p per sheet
<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)	Hard Copy/AR/Website	10p per sheet
Quality status	Hard Copy	10p per sheet
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	10p per sheet
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	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	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
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
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
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)	HertsmereBC	
Register of members' interests	HertsmereBC	
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	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	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Bus shelters	HertsmereBC	
Markets	N/A	
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
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Peter Evans, Parish Council Manager,**

**First Floor, The Radlett Centre**

**1 Aldenham Avenue**

**Radlett, WD7 8HL T-01923856433, E-Mail – [Clerk@aldenham.gov.uk](mailto:Clerk@aldenham.gov.uk) [www.aldenham.gov.uk](http://www.aldenham.gov.uk)**

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 @10p per item (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class (for appropriate weight/size)
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		