

Cholesbury-cum-St. Leonards Parish Council Publication Scheme

Cholesbury-cum-St. Leonards Parish Council will make the information in this document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#). The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost See below for schedule of charges. Some requests may incur an additional charge.
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	All of the information mentioned in this section below can be obtained from the parish clerk. The website address, where mentioned, is: www.cholesbury.com	
Who's who on the Council and its Committees	Hard copy, email and website	10p per page & postage
Contact details for Parish Clerk and Council members Parish Clerk: Hayley Lewis t: 01494 758843 e: parishclerk.ccsllpc@gmail.com	Hilltop News, email, website and noticeboard	10p per page & postage
Location of main Council office and accessibility details	N/A	N/A

Parish Clerk, 7 Sandpit Hill Cottages, Cholesbury Lane, Cholesbury, HP23 6NF. Available for contact by phone, by email and by post.		
Staffing structure	N/A	N/A
Part-time clerk.		
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)		
Current and previous financial year (summary accounts)	Hard copy, email and website	10p per page & postage
Annual return form and report by auditor	Hard copy, email and website	10p per page & postage
Finalised budget	Hard copy, email and website	10p per page & postage
Precept – included within finalised budget	Hard copy, email and website	10p per page & postage
Borrowing Approval letter	Website (if applicable)	10p per page & postage
Financial Standing Orders and Regulations	Hard copy, email and website	10p per page & postage
Grants given and received – included in summary accounts	Hard copy, email and	10p per

	website	page & postage
List of current contracts awarded and value of contract	Website (if applicable) or contact Parish Clerk	10p per page & postage
Members' allowances and expenses	N/A	N/A
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		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, email and website	10p per page & postage
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and noticeboard	10p per page & postage
Agendas of meetings (as above)	Website and noticeboard	10p per

		page & postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and noticeboard or parish clerk	10p per page & postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	10p per page & postage
Responses to consultation papers	Hard copy, and where applicable, website	10p per page & postage
Responses to planning applications	Chiltern District Council (Planning Department) website: www.chiltern.gov.uk or Parish Clerk	10p per page & postage
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website for Standing Orders and Code of Conduct Contact Parish Clerk for all other matters	10p per page & postage

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and Parish Clerk for Complaints Procedure	10p per page & postage
Information security policy – included within Financial Regulations	Hard copy, email and website	10p per page & postage
Records management policies (records retention, destruction and archive) – included within Financial Regulations	Hard copy, email and website	10p per page & postage
Schedule of charges (for the publication of information)	See Schedule below, website or Parish Clerk	10p per page & postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(Some information may only be available by inspection, otherwise hard copy or website)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk	10p per page & postage
Assets register	Parish Clerk	10p per page & postage

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)	N/A	N/A
Register of members' interests	Chiltern District Council website www.chiltern.gov.uk	10p per page & postage
Register of gifts and hospitality	Parish Clerk	10p per page & postage
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	(Some information may only be available by inspection)	
Allotments	Hilltop News, website and Parish Clerk	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

Contact details:

Hayley Lewis,
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7 Sandpit Hill Cottages,
Cholesbury Lane,
Cholesbury, HP23 6NF

t: 01494 758843

e: parishclerk.ccsipc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 90p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other enquiries	Additional costs for information gathering	Hourly rate of Parish Clerk

* the actual cost incurred by the public authority