

Freedom of Information

Information available from Little Missenden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<i>Class1 - Who we are and what we do</i>		
Who's who on the Council and its Committees	Website and noticeboards	N/A
Contact details for Parish Clerk and Council members	Website and noticeboards	N/A
Location of main Council office and accessibility details	Website and noticeboards	N/A
Staffing structure	Website	N/A
<i>Class 2 – What we spend and how we spend it</i>		
Annual return form and report by auditor	Hard copy from Clerk	10p/page
Finalised budget	Website/minutes of meeting	N/A
Precept	Website/minutes of meeting	N/A
Standing Orders and Financial Regulations	Hard copy from Clerk	10p/page
Grants given and received	Website/minutes of meeting	N/A
List of current contracts awarded and value of contract	Website/minutes of meeting	N/A
<i>Class 3 – What our priorities are and how we are doing</i>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	N/A

<i>Class 4 – How we make decisions</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	N/A
Agendas of meetings (as above)	Website	N/A
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p/page
Responses to consultation papers	Hard copy from Clerk	10p/page
Responses to planning applications	Website/minutes	N/A
<i>Class 5 – Our policies and procedures</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy from Clerk	10p/page
Schedule of charges (for the publication of information)	Below	N/A
<i>Class 6 – Lists and Registers</i>		
Any publicly available register or list	Website	N/A
Assets Register	Hard copy	10p/page
Register of members' interests	Hard Copy	10p/page
Register of gifts and hospitality	Website/minutes	N/A

<i>Class 7 – The services we offer</i>		
Allotments	Hard copy from Clerk	10p/page
Community centres and village halls	Website	N/A
Parks, playing fields and recreational facilities	Website	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk	10p/page
Bus shelters	Hard copy from Clerk	10p/page

Contact details:

Clerk to the Council
 38, New Pond Road
 Holmer Green
BUCKS HP15 6SU

Email: clerk.lpmc@btconnect.com

Phone: 01494 715429

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Clerk's time to be charged where appropriate	Preparing information packs, photocopying etc.	½-hour + actual time taken at existing Clerk hourly rate