

Freedom of Information Act 2000

Information available from Chigwell Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	On website	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>On website - Councillors</p> <p>Committeess - on website</p> <ul style="list-style-type: none"> • Planning Committee • Finance & Governance • Community Assets • Community Services • Climate Change • Personnel 	

Postal and email address	On website	
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	On website	
Staffing structure	On website	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	On website	
Finalised budget	On website	
Precept	Hard copy	
Borrowing Approval letter	N/A	
All items of expenditure above £100	On website	
Financial Standing Orders and Regulations	On website	
Grants given and received	On website	

List of current contracts awarded and value of contract	On website	
Members' allowances and expenses	Hard copy available from office	
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		
Annual governance statement in format included in the Annual Return form	On website	
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	On website	
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	On website/hard copy available from office	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On website	
Agendas of meetings (as above)	On website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	On website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On website	
Responses to consultation papers	Hard copy available from office	
Responses to planning applications	Hard copy available from office	
Bye-laws	Not held	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <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 	On website/hard copy available from office	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	On website/hard copy available from office	

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	On website	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy/on website	
Assets register, including details of public land and building assets	On website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy available from office	
Register of members' interests	On website	
Register of gifts and hospitality	On website	

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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy/on website	
Burial grounds and closed churchyards	Hard copy/on website	
Community centres and village halls	Hard copy/on website	
Parks, playing fields and recreational facilities	Hard copy/on website	
Seating, litter bins, clocks, memorials and lighting	Hard copy/on website website	
Bus shelters	Hard copy/on website	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy/on website	
Additional Information Information not itemised in the lists above	Hard copy/on website	

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 @ 1p per sheet (black & white)	Actual cost * 1p plus quarterly copier rental
	Photocopying @ 5p per sheet (colour)	Actual cost *5p plus quarterly copier rental
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred