

Guide to Information Available from Pitstone Parish Council. Jan 2019.

Information Available	How the information can be obtained	Cost of providing the information
Who we are and what we do		
Who's who on the Council and its Committees	Published on the web site and in PPP	Free
Contact details for Parish Clerk and Council members	Published on the web site	Free
Staffing organisation chart	Published on the web site	Free
NB: Trade Union Time, Senior Salaries etc – none applicable, details on web site	Details published on the web site	Free
What we spend and how we spend it		
Annual return form and report by auditor since 2006/07	Published on web site 2015/16 onwards. Prior years available in hard copy.	8p per sheet plus any postage
Finalised budget since 2007/08	Published on the web site	Free
Expenditure & Income since 2007/08	Published on the web site	Free
Year End/Annual Report & Accounts since 2008/09	Published on the web site	Free
Precept requests since 2007/08	Published on the web site	Free
Financial Regulations	Published on the web site	Free

Grants given and received since 2007/08	Published on the web site	Free
List of current contracts awarded and value of contract	Hard copy available by contacting the Clerk	8p per sheet plus any postage
All invitations to quote/tender >£5k and outcomes from January 2016	Published on the web site	Free
Members' allowances and expenses	Published on the web site	Free
Details of any expenditure over £500, since 2010/11	Published on the web site	Free
Details of all expenditure, regardless of value, since 2014/15 (excluding confidential payments). Including credit card transactions from 2016/17.	Published on the web site	Free
Fraud prevention and statistics	Published on the web site	Free
Waste contracts	Published on the web site	Free
Insurance certificates from 2016	Published on the web site	Free
NB Government Procurement Card, Charge Card and Debit Card transactions all not applicable as the council does not hold any	Detailed on the web site	Free
What our priorities are and how we are doing		
Pitstone Comprehensive Development Plan	Published on the web site	Free
Leaflets: * General leaflet about the parish council and works of councils * Key projects leaflet	Published on the web site	Free
Annual Report Parish Meeting, contained within Annual Assembly Meeting Minutes	Published on the web site	Free
Annual Report	Published in PPP and on the web site annually	Free
Ben Hamilton-Baillie aspirations	Published on the web site	Free
Pitstone Neighbourhood Development Plan	Published on the web site	Free
Details of major projects being undertaken	Published on the web site	Free

How we make decisions		
Timetable of meetings for the Council and committee meetings	Published on the web site	Free
Agendas of meetings for the Council and committees	Oct 2012 onwards published on the web site.	Free
Minutes of meetings for the Council and Committees	April 2012 onwards published on the web site	Free
Reports presented to council meetings (where these do not contain private information)	Hard copy available by contacting the Clerk	8p per sheet plus any postage
The responses you gave us to consultations the parish council has issued	Summary details published on the web site.	Free
Responses to consultation papers	Summary details included within minutes published on web. Hard copy available by contacting the Clerk	Free on web or 8p per sheet plus any postage
Responses to planning applications and minutes of planning committee	April 2012 onwards published on the web site + link to AVDC web site	Free
Our policies and procedures		
<u>Policies and procedures for the conduct of council business:</u>		
Procedural standing orders	Published on the web site	Free
Committee terms of reference	Published on the web site	Free
Code of Conduct	Published on the web site	Free

<p><u>Policies and procedures for the provision of services and about the employment of staff:</u></p> <p>Events and Open Space Hire Policy Policy on the reporting of meetings of the council Health and safety policy for the pavilion Play Policy and Parish Play Audit Street Lighting Policy Grant Awarding Policy Procedure for handling requests for information Complaints procedure Community Engagement Strategy Social Media/Communications Policy Current vacancies Equal Opportunities Policy Volunteering Opportunities Volunteer of the Year Scheme Policies on banner advertising and noticeboard information</p>	<p>Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site</p>	<p>Free Free Free Free Free Free Free Free Free Free Free Free Free Free</p>
<p><u>GDPR related policies:</u></p> <p>Document retention and disposal policy Audit of documents held Information data protection policy Consent to hold contact information Data audit schedule Data breach reporting form/process Data sharing agreement and log Privacy Impact Assessment Code of Practice Privacy Impact Assessment and form Suite of various Privacy Notices Removable Media Policy Subject Access Request Form</p>	<p>Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site</p>	<p>Free Free Free Free Free Free Free Free Free Free Free Free</p>

<u>Youth Café related Policies:</u> Confidentiality Policy Data Handling Policy Data Protection Policy Equality and Diversity Policy Health & Safety Policy Risk Policy Safeguarding Policy Secure Data Management Policy Whistleblowing Policy	Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site Published on the web site	Free Free Free Free Free Free Free Free
<u>Community Car Scheme related Policies:</u> Confidentiality Policy Data Protection Policy Equal Opportunities Policy External Complaints Policy Health & Safety Policy Lone Worker Policy Risk Policy Safeguarding Policy Use of mobile phones Driver Induction guidelines	Publish online, along with user guidelines, once the parish council has officially taken over and has staff/scheme is running to new process	Free once online
Schedule of charges for information requests	Published at the foot of this guide	Free
Lists and Registers		
Assets Register	Hard copy available by contacting the Clerk	8p per sheet plus any postage
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy available by	8p per sheet plus any

	contacting the Clerk	postage
Register of members' interests	Available on the web site and on AVDC web site	Free
Register of gifts and hospitality	Hard copy available by contacting the Clerk	8p per sheet plus any postage
The services we offer		
Allotments	Contact details for Pitstone Allotment Association & Clerk	Free
Pavilion with two football pitches	Details published on the web site. Please report any issues to the clerk	Free
Recreation Ground with Children's Play Equipment	Details published on the web site. Please report any issues to the clerk	Free
Children's Play Areas on Windsor Road and Hever Close (fenced areas only) plus a football goal in the kick about area by Hever Close	Details published on the web site. Please report any issues to the clerk	Free
Local Green Space between Marsworth Road and The Crescent	Details published on the web site. Please report any issues to the clerk	Free
Special events eg Play around the Parishes	Details published on the web site.	Free
Maintenance of footpaths and Pitstone Hill car park	Details published on the web site. Please report any issues to the clerk	Free
Seating, litter bins, litter collection, dog bins and street lighting	Details published on the web site. Please report any issues to the clerk	Free
Dissemination of information to you by maintaining notice boards, publishing PPP and the Pitstone Guide, our web site, Facebook pages and Twitter	Contact details for editor, advertising and distribution	Free

Bus shelters x 4	Details published on the web site. Please report any issues to the clerk	Free
mVAS – rotates around three locations: Cheddington Road, Vicarage Road and Marsworth Road	Details published on the web site. Please report any issues to the clerk	Free
Street lighting or other communal areas within Castlemead	Are maintained by Taylor Wimpey at present. Please report any issues to the Taylor Wimpey customer services.	Free
Youth Café	Details published on the web site.	Free
Parking, approx. 35 free access & use spaces to extend that originally available at Pitstone Memorial Hall (the council operates no controlled parking).	Please report any issues to the Clerk	Free
Additional Information		
Community Self Help Policy	Available on this web site	Free
Parish Council Land Interests	Map and spreadsheet available on the web site	Free
NB: Social Housing Asset Value – not applicable as the Parish Council does not manage any	Detailed on the web site	Free
Welcome pack of useful information	Provided free of charge to residents who move into the village	Free
Pitstone 2000 book	Available free of charge following request to the parish clerk	Free

Details of Charities Associated with the Parish Council		
Pitstone Recreation Ground Charity – Sole Trustee	Information and Trustee Annual Reports & Accounts published on the web site	Free
Pitstone Parish Charity – Sole Trustee	Information and Trustee Annual Reports & Accounts published on the web site	Free
Pitstone Memorial Hall Charity – Custodian Trustee only	Please see the Memorial Hall Charity website	n/a

Contact details

This Guide is routinely managed and updated by the Clerk to Pitstone Parish Council. Please contact the Clerk with any queries.

Schedule of Charges

Any photocopying required will be charged at 8p per sheet for standard black and white copies, to cover the cost of the photocopier consumables etc. Should colour copies be required, this will be charged at the rate incurred from the printer. Postage costs will be the actual rate incurred for dispatching the items via Royal Mail standard second class post, unless another service is requested.

The information contained within the Guide to Information Available is reviewed at least on a quarterly basis and updated as necessary. The scope of information contained within the guide and the schedule of charges applicable, is reviewed on an annual basis.

This document was reviewed by a full meeting of Pitstone Parish Council on31/1/19.....

Minute Reference320/18.3..... Signature of ChairmanD Nicholls.....

Note any amendments required: **None.**