

## Guide to Information Available from Pitstone Parish Council

Information Available	How the information can be obtained	Cost of providing the information
<b>Who we are and what we do</b>		
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 and in PPP and on the noticeboards	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
<b>What we spend and how we spend it</b>		
Annual return form and report by auditor	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 – no member allowance scheme in operation	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
<b>What our priorities are and how we are doing</b>		
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
Pitstone & Ivinghoe Safety Scheme including Ben Hamilton Baille report and subsequent Buckinghamshire Council Safety Audits and Feasibility Study	Published on the web site	Free
Pitstone-Tring cycle route – Hertfordshire County Council report	Published on the web site	Free
Pitstone Neighbourhood Development Plan	Published on the web site	Free

Capital projects including redevelopment of the pavilion and installation of the play space on Vicarage Road – funding and project updates	Published on the web site	Free
Details of major projects being undertaken	Published on the web site	Free

<b>How we make decisions</b>		
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 BC web site	Free

<b>Our policies and procedures</b>		
<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
Financial Regulations	Published on the web site	Free
<u>Policies and procedures for the provision of services and about the employment of staff:</u>		
Events and Open Space Hire Policy	Published on the web site	Free
Terms and Conditions of Hire for the pavilion	Published on the web site	Free
Policy on the reporting of meetings of the council	Published on the web site	Free
Health and safety policy for the pavilion	Published on the web site	Free
Fire policy for the pavilion	Published on the web site	Free
CCTV policy	Published on the web site	Free
Play Policy and Parish Play Audit	Published on the web site	Free
Street Lighting Policy	Published on the web site	Free
Grant Awarding Policy	Published on the web site	Free
Procedure for handling requests for information	Published on the web site	Free
Complaints procedure	Published on the web site	Free
Community Engagement Strategy	Published on the web site	Free
Social Media/Communications Policy	Published on the web site	Free
Current vacancies	Published on the web site	Free
Equal Opportunities Policy	Published on the web site	Free
Volunteering Opportunities	Published on the web site	Free
Volunteer of the Year Scheme	Published on the web site	Free
Policies on banner advertising and noticeboard information	Published on the web site	Free
Policy on the use of the village green/recreation ground by regular hall hirers	Published on the web site	Free

<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</p>	<p>Free  Free  Free  Free  Free  Free  Free  Free  Free  Free</p>
<p><u>Youth Café related Policies:</u></p> <p>Confidentiality Policy  Data Handling Policy  Data Protection Policy  Equality and Diversity Policy  Health &amp; Safety Policy  Risk Policy  Safeguarding Policy  Secure Data Management Policy  Whistleblowing Policy</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</p>	<p>Free  Free  Free  Free  Free  Free  Free  Free</p>
<p><u>Community Car Scheme related Policies:</u></p> <p>Confidentiality Policy  Data Protection Policy  Equal Opportunities Policy  External Complaints Policy  Health &amp; Safety Policy  Lone Worker Policy  Risk Policy</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</p>	<p>Free  Free  Free  Free  Free  Free</p>

Safeguarding Policy	Published on the web site	Free
Use of mobile phones	Published on the web site	Free
Driver Induction guidelines	Published on the web site	Free
Schedule of charges for information requests	Published at the foot of this guide	Free
<b>Lists and Registers</b>		
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 contacting the Clerk	8p per sheet plus any postage
Register of members' interests	Available on the web site and on BC web site	Free
Register of gifts and hospitality	Hard copy available by contacting the Clerk	8p per sheet plus any postage
<b>The services we offer</b>		
Allotments	Contact details for Pitstone Allotment Association & Clerk	Free
Pavilion community building 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
Children's Play Area in Tun Furlong	This is still being managed by Bellway and has yet to pass to the Parish Council	
Skate park by the Recreation Ground	Details published on the web site. Please report any issues to the clerk.	Free
Multi Use Ball Court by the Recreation Ground	This is still being managed by Nicholas King Homes and has yet to pass to the Parish Council	
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 Pitstone Hill car park	Details published on the web site. Please report any issues to the clerk	Free
Devolved Services from Buckinghamshire Council including grass verge cutting within the 30mph zone, siding out and maintenance of rights of way	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. (Please note that the interactive bus timetable panels are owned and	Free

	maintained by Buckinghamshire Council)	
2 x mobile VAS (flashing speed signs) – rotate around four locations: Cheddington Road, Vicarage Road, Westfield Road and Marsworth Road	Details published on the web site. Please report any issues to the clerk	Free
Community Car Scheme	Full information and policies available on the web site.	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
Street lighting and communal areas within the residential development off Vicarage Road and Rushendon Furlong	Are maintained by the respective developers at present. Please report any issues direct to the developer.	
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). 42 parking spaces & 8 bicycle spaces at the pavilion community facility, available for use by building users.	Please report any issues to the Clerk	Free
<b>Additional Information</b>		
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	Free



	clerk and included within the welcome pack.	
Commemorative mugs	Available free of charge following request to the parish clerk.	Free

<b>Details of Charities Associated with the Parish Council</b>		
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 on .....31/3/22.....

Minute Reference .....396/21.2.....

Signature of Chairman .....D Nicholls.....

Note any amendments required:

*None*