Guide to Information Available from Pitstone Parish Council

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| 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 and in PPP and on the noticeboards | Free |
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| 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 | 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 |
| **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 |
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| 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 |

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| **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 BC web site | Free |
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| **Our policies and procedures** |  |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee terms of referenceCode of ConductFinancial Regulations | Published on the web site Published on the web sitePublished on the web sitePublished on the web site | FreeFreeFreeFree |
| Policies and procedures for the provision of services and about the employment of staff:Events and Open Space Hire PolicyTerms and Conditions of Hire for the pavilionPolicy on the reporting of meetings of the councilHealth and safety policy for the pavilionFire policy for the pavilionCCTV policyPlay Policy and Parish Play AuditStreet Lighting PolicyGrant Awarding PolicyInvestment PolicyReserves PolicyProcedure for handling requests for informationComplaints procedureCommunity Engagement StrategySocial Media/Communications PolicyCurrent vacanciesEqual Opportunities PolicyVolunteering OpportunitiesVolunteer of the Year SchemePolicies on banner advertising and noticeboard informationPolicy on the use of the village green/recreation ground by regular hall hirersEnvironmental & Biodiversity Policy | Published on the web sitePublished on the web sitePublished on the web sitePublished on the web site Published on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web site | FreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFree |

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| GDPR related policies:Document retention and disposal policyAudit of documents heldInformation data protection policyConsent to hold contact informationData audit scheduleData breach reporting form/processData sharing agreement and logPrivacy Impact Assessment Code of PracticePrivacy Impact Assessment and formSuite of various Privacy NoticesManagement of Data PolicySubject Access Request Form | Published on the web sitePublished on the web sitePublished on the web site Published on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web site | FreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFreeFree |
| Youth Café related Policies:Confidentiality PolicyData Handling PolicyData Protection PolicyEquality and Diversity PolicyHealth & Safety PolicyRisk PolicySafeguarding PolicySecure Data Management PolicyWhistleblowing PolicyBehaviour Policy | Published on the web sitePublished on the web sitePublished on the web site Published on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web site | FreeFreeFreeFreeFreeFreeFreeFreeFreeFree |
| Community Car Scheme related Policies:Confidentiality PolicyData Protection PolicyEqual Opportunities PolicyExternal Complaints PolicyHealth & Safety PolicyLone Worker PolicyRisk PolicySafeguarding PolicyUse of mobile phonesDriver Induction guidelines | Published on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web sitePublished on the web site | FreeFreeFreeFreeFreeFreeFreeFreeFreeFree |
| Schedule of charges for information requests | Published at the foot of this guide | Free |
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| **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 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 |
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| **The services we offer** |  |  |
| 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 |

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| 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 maintained by Buckinghamshire Council) | Free |
| 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 |
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| **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 and included within the welcome pack. | Free |
| Commemorative mugs | Available free of charge following request to the parish clerk. | Free |

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| **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 on ..............21/3/24...........................................................................

Minute Reference ..............327/23.............................. Signature of Chairman …………D Nicholls….…………………………..

Note any amendments required:

None