

# Guide to Information Available from Pitstone Parish Council under the Freedom of Information Act Model Publication Scheme

Pitstone Parish Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office (ICO). This was introduced through the Freedom of Information Act 2000 (FOIA) and in 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA. The ICO issue updated Model Publication Schemes (the latest being version 1.2) and publication templates from time-to-time (the latest being Version 3.0), upon which this Guide is based. It outlines the information we produce and publish and the method by which the specific information will be available so that it can be easily identified and accessed by members of the public.

This guide also meets, or exceeds, the requirements of data to be published under the Local Government Transparency Code of 2015, which is compulsory for councils with a turnover in excess of £200,000 and recommended for those below this threshold.

Information Available	How the information can be obtained	Cost of providing the information
<b>Who we are and what we do (current information only)</b>		
Who's who on the Council and its Committees, including information on all committees, working parties and appointments to external bodies	Published on the web site and in PPP	Free
Contact details for Parish Clerk and Council members, along with information on the location of the main council office and associated accessibility details	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 (current and previous financial year as a minimum)</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 and Standing Orders	Published on the web site	Free
Grants given and received since 2007/08, along with our Grants Policy	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. (NB Model Publication Scheme specifies all expenditure over £100, but the parish council chooses to publish all expenditure)	Published on the web site	Free
Fraud prevention and statistics	Published on the web site	Free
Waste contracts – dog fouling, refuse and recycling	Published on the web site	Free
Insurance certificates from 2016	Published on the web site	Free
Borrowing Approval Letters – not applicable as the council does not have any loans etc	Detailed on the web site	Free
NB Government Procurement Card or 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 (current and previous financial year as a minimum)</b>		
Pitstone Comprehensive Development Plan	Published on the web site	Free

Leaflets: * General leaflet about the parish council and works of councils	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
Annual Governance Statement (including within Annual Return – see the Audit section of the website)	Published on the web site	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
Quality Status – not applicable, the parish council has not applied for quality accreditation	n/a	n/a
Local Charters – not applicable	n/a	n/a
Data Protection Impact Assessments – please specify the particular PIA you are interested in when contacting the clerk	Hard copy available by contacting the Clerk	8p per sheet plus any postage
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
Bye-laws	n/a	n/a
<b>Our policies and procedures (current information)</b>		
<u>Policies and procedures for the conduct of council business:</u>  Procedural standing orders Committee terms of reference Code of Conduct Financial Regulations (included delegated authority to officers)	  Published on the web site Published on the web site Published on the web site Published on the web site	  Free Free Free Free
<u>Policies and procedures for the provision of services and about the employment of staff:</u>  Events and Open Space Hire Policy Terms and Conditions of Hire for the pavilion Policy on the reporting of meetings of the council Health and safety policy for the pavilion Fire policy for the pavilion CCTV policy Play Policy and Parish Play Audit Street Lighting 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

Grant Awarding Policy	Published on the web site	Free
Investment Policy	Published on the web site	Free
Reserves 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	Published on the web site	Free
Environmental & Biodiversity Policy	Published on the web site	Free
We do not currently have: a staff policy relating to the delivery of services, a general equality & diversity policy or recruitment policies.		
<u>GDPR related policies:</u>		
Document retention and disposal policy	Published on the web site	Free
Audit of documents held	Published on the web site	Free
Information data protection policy	Published on the web site	Free
Consent to hold contact information	Published on the web site	Free
Data audit schedule	Published on the web site	Free
Data breach reporting form/process	Published on the web site	Free
Data sharing agreement and log	Published on the web site	Free
Privacy Impact Assessment Code of Practice	Published on the web site	Free
Privacy Impact Assessment and form	Published on the web site	Free
Suite of various Privacy Notices	Published on the web site	Free
Management of Data Policy	Published on the web site	Free
Subject Access Request Form	Published on the web site	Free
<u>Youth Café related Policies:</u>		
Confidentiality Policy	Published on the web site	Free

Data Handling Policy	Published on the web site	Free
Data Protection Policy	Published on the web site	Free
Equality and Diversity Policy	Published on the web site	Free
Health & Safety Policy	Published on the web site	Free
Risk Policy	Published on the web site	Free
Safeguarding Policy	Published on the web site	Free
Secure Data Management Policy	Published on the web site	Free
Whistleblowing Policy	Published on the web site	Free
Behaviour Policy	Published on the web site	Free
<u>Community Car Scheme related Policies:</u>		
Confidentiality Policy	Published on the web site	Free
Data Protection Policy	Published on the web site	Free
Equal Opportunities Policy	Published on the web site	Free
External Complaints Policy	Published on the web site	Free
Health & Safety Policy	Published on the web site	Free
Lone Worker Policy	Published on the web site	Free
Risk Policy	Published on the web site	Free
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 (current information)</b>		
Assets Register including details of public land and building assets (you can find a map & details of land and assets that we own on the web site, free of charge)	Full asset register available in hard copy 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 (current information)</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	Details published on the web site. Please report any issues to the clerk.	
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 X feed	Contact details for editor, advertising and distribution	Free
Bus shelters x 7	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	Some are maintained by Taylor Wimpey and some have transferred to Buckinghamshire Council. Please report any issues to the parish clerk in the first instance and we will forward to the appropriate body.	Free
Street lighting and communal areas within the residential development off Vicarage Road.	Are maintained by Bellway at present. Please report any issues direct to the developer.	
Communal areas within the residential development off Rushendon Furlong	Main lights now maintained by the Parish Council, but	



	illuminated bollards etc still maintained by Croudace.	
Street lighting and communal areas within the residential development by Pitstone Memorial Hall	Maintained by Nicholas King Homes. 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
Silent Soldiers	We own 4 silent soldiers and manage a 5 <sup>th</sup> on behalf of the WI.	
We do not manage: burial grounds or closed churchyards, Pitstone Memorial Hall, clocks, war memorials, markets nor public conveniences		
<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 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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<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 copies, to cover the cost of the photocopier consumables etc. Should higher quality 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, along with the scope and schedule of charges, is reviewed at least on an annual basis and updated as necessary.

This document was reviewed by a full meeting of Pitstone Parish Council on .....15/5/25.....

Minute Reference .....54/25.2..... Signature of Chairman .....*D Nicholls*.....