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CHIPPERFIELD PARISH COUNCIL

PUBLICATION SCHEME

| | |
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| Version | V24.0 |
| Date approved by Finance & General Purposes Committee | N/A |
| Date approved by Full Council | 14-05-2024 |

This Publication Scheme describes:

- The classes of information Chipperfield Parish Council (CPC) publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

In some cases, a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the publication scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the UK Data Protection Legislation.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

Information available under the Publication Scheme

| Information published | Where it can be obtained (always available from the Clerk) | Hard Copy Cost |
|---|---|---|
| Class 1 - Who we are and what we do | | Digital copies are free of charge Printing/photocopying 20p per 2-sides A4 |
| Who's who on the Council and its Committees | Website | |
| Contact details of Clerk and Council members | Website and main noticeboard | |
| Location and accessibility of Council Office | Website | |
| Class 2 - What we spend and how we spend it | | |
| Annual Governance and Accountability Return | Website | |
| Audit Reports | Website | |
| Investment Strategy | Website | |
| Community Infrastructure Levy (CIL) report | Website | |
| Finalised budget | Website | |
| Precept | May Full Council Minutes - Website | |
| Financial Reports | Website | |
| Financial Regulations | Website | |
| Risk Assessment Report | Website | |
| Grants given and received | Full Council minutes - Website | |
| Class 3 - What are our priorities and how are we doing | | |
| Mission Statement | Website | |
| Annual report to Parish Meeting | Website | |

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| Class 4 - How we make decisions | | Digital copies are free of charge Printing/photocopying 20p per 2-sides A4 |
| Timetable of meetings | Website, main noticeboard | |
| Agenda of meetings | Website | |
| Minutes of meetings | Website | |
| Reports presented to council meetings | Website | |
| Responses to Planning Application/Consultations | Planning minutes - website | |
| Class 5 - Our policies and procedures | | |
| Council business: Procedural Standing Orders | Website | |
| Terms of Reference | Website | |
| Delegated authority in respect of officers | see Standing Orders | |
| Code of Conduct | Website | |
| Internal policy relating to delivery of services: | | |
| Equality and diversity policy | Website | |
| Health & Safety policy | Website | |
| Recruitment & Selection policy | Website | |
| Freedom of Information policy | Website | |
| Complaints procedure | Website | |
| Data protection policy | Website | |
| Allotment Dispute policy | Website | |
| Allotment Rules | Website | |
| Dignity at Work policy | Website | |
| Grievance policy | Website | |

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| Asset Management policy | Website | Digital copies are free of charge Printing/photocopying 20p per 2-sides A4 |
| Class 6 - Lists and Registers | | |
| Asset register | Clerk | |
| Register of Member's Interests | Clerk | |
| Register of gifts and hospitality | Clerk | |
| Class 7 - Services we offer | | |
| Recreation facilities | Website | |

This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.