

Information available from Amersham Town Council under the model publication scheme in accordance with the Freedom of Information Act 2000.

When making a request for information the applicant will not be required to mention the Freedom of Information Act. However, the request must be made in permanent form, for instance in writing or by e-mail and must include basic contact details so that a reply can be sent. A request made by telephone will not be sufficient.

FOI Act 2000 Chap 36 Part 1 s8

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy and/or website	
Who's who on the Council and its Committees	Hard copy and/or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and/or website	
Location of main Council office and accessibility details	Hard copy and/or website	
Staffing structure	Hard copy and/or website	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy	
Annual return form and report by auditor	Hard Copy	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard Copy and/or electronic version	
Grants given and received	Hard Copy and/or electronic version	
List of current contracts awarded and value of contract	Hard Copy and/or electronic version	
Members' allowances and expenses	Hard Copy and/or electronic version	
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not Produced	
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy and/or web site	
Quality status	Hard Copy	
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and/or electronic version	
Agendas of meetings (as above)	Hard Copy and/or web site	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and/or web site	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and/or electronic version	
Responses to consultation papers	Hard Copy and/or electronic version	
Responses to planning applications	Hard Copy and/or web site	
Bye-laws	Hard Copy	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy or electronic version	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	Hard Copy and/or electronic version	

Code of Conduct Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services <i>(Not Produced)</i> Equality and diversity policy <i>(Not Produced)</i> Health and safety policy Recruitment policies (including current vacancies) <i>(Not Produced)</i> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy and/or electronic version	
Information security policy	<i>(Not Produced)</i>	
Records management policies (records retention, destruction and archive)	<i>(Not Produced)</i>	
Data protection policies	<i>(Not Produced)</i>	
Schedule of charges (for the publication of information)	<p>1 One copy of any document will be supplied free of charge to any Amersham Town resident, for collection from the Town Council Offices.</p> <p>For multiple copies, and/or for documents which are requested to be posted, the charge will be the</p>	

	copying cost at 10p per sheet black and white, and 30p per sheet colour, (based on actual cost) and the actual cost of Royal Mail 2nd class postage if applicable.	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None Held	
Assets Register	Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	<i>(Not Produced)</i>	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments (General Tenancy Agreement and Rental Rates only)	Hard Copy	
Burial grounds and closed churchyards	On Inspection Only	
Community centres and village halls	Hard Copy and/or	

	electronic version	
Parks, playing fields and recreational facilities	Hard Copy and/or electronic version	
Seating, litter bins, clocks, memorials and lighting	Hard Copy and/or electronic version	
Markets	Hard Copy and/or electronic version	
Agency agreements	Hard Copy and/or electronic version	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy and/or electronic version	
Optional Additional Information		

Contact details:

Town Clerk
Amersham Town Council
The Court House
King George V Rd
Amersham
Bucks HP6 5ST

Tel 01494 586892
 e-mail townclerk@amersham-tc.gov.uk
 web site www.amersham-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority