



Shenley Brook End & Tattenhoe
Parish Council

FREEDOM OF INFORMATION

Information available from Shenley Brook End & Tattenhoe Parish Council in accordance with the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	The Parish Magazine – Community News – is published quarterly and distributed to every house in the Parish. On the Parish’s web-site www.shenleybrookend-pc.gov.uk	Nil for single copies Nil
Who’s who on the Council and its Committees	-do-	-do-
Contact details for Parish Manager	-do-	-do-
Office address and accessibility.	-do-	-do-
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 for the current and previous financial years	The annual return is published on the web-site.	-do-
Annual return form and report by auditor	By application to the Parish Manager	-do-
Finalised budget	-do-	-do-
Precept	-do-	-do-
Financial Standing Orders and Regulations	-do-	-do-
Grants given and received	-do-	-do-
List of current contracts awarded and value of contracts	-do-	
Members’ allowances and expenses	Published annually on the web-site	-do-
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	By application to the Parish Manager	

Annual Report to the Parish Meeting (current and previous years)	By application to the Facilities & Administration Officer and on the web-site.	-do-
Class 4 – How we make decisions Our decision making processes and records of decisions	By application to the Parish Manager	-do-
Timetable of meetings	By application to the Facilities & Administration Officer, in Community News, on the web-site and on Parish notice boards	-do-
Agendas of meetings	By application to the Facilities & Administration Officer, on the web-site, and on Parish notice boards.	-do-
Minutes of meetings– excluding information that is properly regarded as private to the meeting.	By application to the Facilities & Administration Officer and on the web-site.	-do-
Reports presented to Council meetings - excluding information that is properly regarded as private to the meeting.	By application to the Facilities & Administration Officer	-do-
Responses to consultation papers	-do-	-do-
Responses to planning applications	-do-	-do-
Bye-laws	None issued.	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	By application to the Facilities & Administration Officer	-do-
Policies and procedures for the conduct of Council business.	By application to the Facilities & Administration Officer	-do-
Procedural standing orders	-do-	-do-
Committee and sub-committee terms of reference	-do-	-do-
Delegated authority in respect of officers	-do-	-do-
Code of Conduct	-do-	-do-

Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	By application to the Parish Manager	-do-
Equality and diversity policy	By application to the Facilities & Administration Officer	-do-
Health and safety policy	-do-	-do-
Recruitment policies (and current vacancies)	By application to the Parish Manager	-do-
Freedom of Information	By application to the Facilities & Administration Officer	-do-
Complaints procedures	-do-	-do-
Records management policies (records retention, destruction and archive)	By application to the Parish Manager	-do-
Data protection policies	-do-	-do-
Schedule of charges for the publication of information)	By application to the Facilities & Administration Officer	-do-
Class 6 – Lists and Registers Current lists and registers only	By application to the Parish Manager	
Any publicly available register or list	-do-	-do-
Assets Register	-do-	-do-
Register of members' interests	On the Parish Council and Milton Keynes Council websites	-do-
Register of gifts and hospitality	-do-	-do-
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	By application to the Facilities & Administration Officer	

Contact details:

Parish Manager - Mrs Sharon Kerr 01908 521538

Sharon.kerr@shenleybrookend-pc.gov.uk

Facilities & Administration Officer – Mrs Rebecca Zimmerman 01908 521538

Rebecca.zimmerman@shenleybrookend-pc.gov.uk

SCHEDULE OF CHARGES

This describes the charges that will be levied.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

- The actual cost incurred by the Council

Data Protection

We are registered with the information commissioner under the Act and have a “**DATA PROTECTION POLICY**” a copy of which may be obtained from the Facilities & Administration Officer if required.