

DRAFT - Information available from Cheswick Green Parish Council
Under the Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	www.cheswickgreen-pc.org.uk Notice boards	FOC
Contact details for Parish Clerk and Council members	www.cheswickgreen-pc.org.uk Notice boards	FOC
Location of main Council office and accessibility details	Cheswick Green Village Hall <i>Usually Monday/Wednesday 930-1230 (school term time). Telephone Clerk prior to attending to confirm Clerk is in on the day you wish to visit.</i>	NA
Staffing structure	The Council has one employee; the Clerk who works part-time hours.	NA
Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	www.cheswickgreen-pc.org.uk	FOC
Finalised budget	Please contact the Clerk	*
Precept	Please contact the Clerk	*
Borrowing Approval letter	No current borrowings	NA
Financial Standing Orders and Regulations	www.cheswickgreen-pc.org.uk	
Grants given and received	Please contact the Clerk	*
List of current contracts awarded and value of contract	Please contact the Clerk	*
Members' allowances and expenses	Please contact the Clerk	*
Class 3 - What our priorities are and how we are doing		
Parish Plan / Neighbourhood Plan	NA	NA
Annual Report to Parish	www.cheswickgreen-pc.org.uk See Full Council minutes	FOC
Quality status	CGPC has not yet applied for this status	NA
Class 4 - How we make decisions		
Timetable of meetings	www.cheswickgreen-pc.org.uk Notice boards	FOC
Agendas of meetings	www.cheswickgreen-pc.org.uk	FOC

Minutes of meetings (<i>not including any information that has been deemed as private to the meeting</i>)	www.cheswickgreen-pc.org.uk	FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included as part of the Minutes of the meeting or an attachment	FOC
Responses to consultation papers	www.cheswickgreen-pc.org.uk	FOC
Responses to planning applications	Solihull MBC hold records of all responses to Planning Applications www.solihull.gov.uk CGPC Minutes	FOC
Bye-laws	NA. At present the Parish Council has not passed any bye-laws	NA
Class 5 – Our policies and procedures		
Procedural standing orders	www.cheswickgreen-pc.org.uk	FOC
Committee and sub-committee terms of reference Delegated authority in respect of officers	Will be contained in Standing Orders and Financial Regulations	
Code of Conduct	www.cheswickgreen-pc.org.uk	FOC
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	NA NA To be produced:- Local Area Risk Assessments carried out monthly To be produced and adopted To be produced and adopted To be produced and adopted	
Information security policy	NA	

Records management policies (records retention, destruction and archive)	NA	
Data protection policies	CGPC is registered with the Information Commissioner and the Clerk is the data controller.	
Schedule of charges (for the publication of information)	See below.	
Class 6 – Lists and Registers		
Assets Register	Contact the Clerk	*
Register of members' interests	www.cheswickgreen-pc.org.uk	
Register of gifts and hospitality	Contact the Clerk	*
Class 7 – The services we offer		
Allotments	NA	
Village Hall	Contact CG RA	*
Recreation Ground including playing field, children's play area, swings and Youth Shelter	Contact the Clerk	*
Litter bins on Recreation Ground, dog bins on Recreation Ground and Saxon Wood Road. Benches on Village Green and Recreation Ground.	Contact the Clerk	*

Note: FOC = Free of Charge

Contact details:

**Mrs. Marie Zizzi,
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Cheswick Green Parish Council,
Cheswick Green Village Hall,
Cheswick Way,
Cheswick Green,
Solihull
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SCHEDULE OF CHARGES

*Administration up to 15 minutes no charge after 15 minutes £10 per hour or part thereof.

*Photocopying/Printing @ (black & white) 4/5 sheets free over 5 sheets 10p per sheet.

*Postage charge - actual cost of Royal Mail standard 2nd class.