

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Contact details for Parish Clerk and Council members	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Location of main Council office and accessibility details	Cheswick Green Village Hall <i>Telephone/email Clerk prior to attending to confirm Clerk is in on the day/time you wish to visit.</i>	NA
Staffing structure	The Council has one employee; the Clerk who works part-time hours.	NA
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return form and report by auditor	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Finalised budget	Please contact the Clerk	*
Precept	Please contact the Clerk	*
Borrowing Approval letter	No current borrowings	NA
Standing Orders and Financial Regulations	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Grants given and received	Please contact the Clerk/recorded in CGPC Minutes	*
List of current contracts awarded and value of contract	Please contact the Clerk	*
Members' allowances and expenses	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	*

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan / Neighbourhood Plan	NA	NA
Annual Report to Parish	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a> See Annual Statutory Parish Meeting minutes	FOC
<b>Quality status</b>	<b>CGPC has not yet applied for this status</b>	<b>NA</b>
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a> Notice boards	FOC
Agendas of meetings	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Minutes of meetings ( <i>not including any information that has been deemed as private to the meeting</i> )	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	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	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a> (See Minutes of meetings)	FOC
Responses to planning applications	Solihull MBC hold records of all responses to Planning Applications <a href="http://www.solihull.gov.uk">www.solihull.gov.uk</a> CGPC Minutes	FOC
Bye-laws	NA. At present the Parish Council has not passed any bye-laws	NA

<b>Class 5 – Our policies and procedures</b>		
Procedural standing orders	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Committee and sub-committee terms of reference	CGPC currently has no Committees	
Delegated authority in respect of officers	See Standing Orders/Financial Regulation/CGPC Minutes	
Code of Conduct	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	FOC
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	NA	
Equality and diversity policy	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	
Health and safety policy	Local Area Site Audits carried out monthly on land CGPC owns	
Recruitment policies ( <i>including current vacancies</i> )	NA	
Policies and procedures for handling requests for information	This document sets out the details of how to obtain information.	
Complaints procedures ( <i>including those covering requests for information and operating the publication scheme</i> )	<a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	
Information security policy	NA	
Records management policies ( <i>records retention, destruction and archive</i> )	NA <a href="http://www.cheswickgreen-pc.gov.uk">www.cheswickgreen-pc.gov.uk</a>	

Data protection policies	CGPC is registered with the Information Commissioner	
Schedule of charges ( <i>for the publication of information</i> )	See below.	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Contact the Clerk	*
Register of members' interests	<a href="http://www.solihull.gov.uk">www.solihull.gov.uk</a>	
Register of gifts and hospitality	Contact the Clerk	*
<b>Class 7 – The services we offer</b>		
Allotments	NA	
Recreation Ground including playing field, children's play area, swings, table tennis table	Contact the Clerk	*
Litter/dog bins on Recreation Ground and Saxon Wood Road. Benches on Village Green and Recreation Ground.	Contact the Clerk	*
War Memorial	Contact the Clerk	*

**Note: FOC = Free of Charge**

**Contact details: Mrs. Marie Zizzi, Clerk, Cheswick Green Parish Council - [clerk@cheswickgreen-pc.gov.uk](mailto:clerk@cheswickgreen-pc.gov.uk)  
Cheswick Green Village Hall, Cheswick Way, Cheswick Green, Solihull B90 4JA Telephone 07587639633**

**SCHEDULE OF CHARGES**

\*Administration up to 15 minutes no charge after 15 minutes £20 per hour or part thereof.

\*Photocopying/Printing @ (black & white) 4/5 sheets free over 5 sheets 30p per sheet.

\*Postage charge - actual cost of Royal Mail standard 2<sup>nd</sup> class.