



Halton Parish Council Information available from Halton Parish Council under the **Freedom of Information Act Publication Scheme**

Information to be published	How the information can be obtained	Cost
Class 1 - Who We Are & What We Do (Organisational information, structures, locations & contacts) Current information only		
Who's who on the Council and its Committees	Website/hard copy/email	10p per sheet (B&W)
Contact details for Parish Clerk and Council members	Website/hard copy/email/noticeboard	10p per sheet (B&W)
Location of main Council office and accessibility details	Website/hard copy/email	10p per sheet (B&W)
Class 2 – What We Spend & How We Spend It (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit).		
Annual return form and report by auditor	Website/hard copy/email	10p per sheet (B&W)
Finalised budget	Website/hard copy/email	10p per sheet (B&W)
Precept	Website/hard copy/email	10p per sheet (B&W)
Financial Standing Orders & Regulations	Website and/or hard copy	10p per sheet (B&W)

Grants given & received	Hard copy/email	10p per sheet (B&W)
List of current contracts awarded and value of contract	Hard copy/email	10p per sheet (B&W)
Class 3 – What Our Priorities Are & How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan (draft)	Website/hard copy/email	10p per sheet (B&W)
Annual Report to Parish Meeting	Website/hard copy/email	10p per sheet (B&W)
Class 4 – How We Make Decisions (Decision making processes and records of decisions).	Website/hard copy/email	10p per sheet (B&W)
Timetable of meetings (Council, committees and parish meetings)	Website/hard copy/email	10p per sheet (B&W)
Agendas of meetings (as above)	Website/hard copy/email	10p per sheet (B&W)
Minutes of meetings (as above) – This will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	10p per sheet (B&W)
Reports presented to council meetings – This will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	10p per sheet (B&W)
Responses to consultation papers	Website/hard copy/email	10p per sheet (B&W)
Responses to planning applications	Website/hard copy/email	10p per sheet (B&W)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		10p per sheet (B&W)
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website/hard copy/email	10p per sheet (B&W)
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of	Website/hard copy/email	10p per sheet (B&W)

services Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Website/hard copy/email	10p per sheet (B&W)
Data protection policies	Website/hard copy/email	10p per sheet (B&W)
Class 6 – List & Registers (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Any publicly available register or list	By Inspection	10p per sheet (B&W)
Assets Register	Website/hard copy/email	10p per sheet (B&W)
Register of members' interests	Website/hard copy/email	10p per sheet (B&W)
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		
Litter bins, lighting, Dog Waste Bins, Grit Bins	Hard copy/email	10p per sheet (B&W)

For Further Information Please Contact: The Parish Clerk, Halton Parish Council, Council Office, Halton Village Hall, Halton, Bucks
Tel: 01296 631269 Email: clerk@halton-pc.gov.uk Website: <https://halton-pc.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 @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.30p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

APPROVED: Jan 22nd 2025