



## Guide to Information 2018

### Information available from Chesham Town Council under the Model Publication Scheme

Abbreviations: TH = Contact the Town Hall for a copy  
CM = Contact Chesham Moor Gym & Swim for a copy

| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts. Current information only.) |   |             |
|---|---|-------------|
| <b>Information to be published</b>  | <b>How the information can be obtained</b>  | <b>Cost</b> |
| Who's who on the Council and its Committees   | Web site                                    | Free        |
|   | Hard Copy – TH                              | Free*       |
| Contact details for Town Clerk and Council members  | Web Site                                    | Free        |
|   | Town Guide – TH                             | Free        |
|   | Council newsletters within yourChesham – TH | Free        |
|   | Hard Copy – TH                              | Free*       |
| Location of main Council office and accessibility details   | Web Site                                    | Free        |
|   | Town Guide – TH                             | Free        |
|   | Hard Copy – TH                              | Free*       |
| Staffing structure  | Web Site                                    | Free        |
|   | Annual Performance Plan – TH                | Free*       |
|   | Hard Copy – TH                              | Free*       |

## 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. Some information may only be available by inspection.)

| Information to be published                                | How the information can be obtained                        | Cost        |
|--|--|-------------|
| Statutory Accounts   | Web Site   | Free        |
|  | Hard Copy – TH   | Free*       |
| Budget   | Web Site   | Free        |
|  | Hard Copy - TH   | Free*       |
| Precept – Confirmation letter to Chiltern District Council | Web Site   | Free        |
|  | Hard Copy – TH   | Free*       |
| Borrowing Approval letters                                 | Web Site   | Free        |
|  | Hard Copy - TH   | Free*       |
| Financial Standing Orders and Regulations                  | Web Site   | Free        |
|  | Hard Copy – TH   | Free*       |
| Annual Donations list                                      | Web Site   | Free        |
|  | Reported in Council minutes– Library or Town Hall          | Free at TH* |
|  | Hard Copy  | Free*       |
| List of current contracts awarded and value of contract    | By inspection at the Town Hall only                        | Free        |
| Mayoral allowance  | Within the budget – Web Site                               | Free        |
|  | Within the budget – Hard Copy, TH                          | Free*       |
| Pay schedules – all expenditure                            | Web Site – within Council Reports                          | Free        |
|  | Hard Copy – within Council Reports at Library or Town Hall | Free at TH* |

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b> |
|--|--|-------------|
| Annual Performance Plan (current and previous year as minimum)                 | Web Site                                   | Free        |
|  | Hard Copy -TH                              | Free*       |
| Performance Indicators (as reported to the Council)                            | Web Site                                   | Free        |
|  | Hard Copy – TH/Chesham Library             | Free at TH* |
| Minutes of the Annual Council Meeting (current and previous year as a minimum) | Web Site                                   | Free        |
|  | Hard Copy – TH/Chesham Library             | Free at TH* |
| Service Reviews  | Web Site                                   | Free        |
|  | Hard Copy - TH                             | Free*       |

## Class 4 – How we make decisions

(Decision making processes and records of decisions. Current and previous council year as a minimum.)

| Information to be published  | How the information can be obtained | Cost        |
|--|-------------------------------------|-------------|
| Timetable of Council and Committee meetings  | Web Site                            | Free        |
|  | Hard Copy - TH                      | Free*       |
| Agendas of Council and Committee meetings  | Web Site                            | Free        |
|  | Hard Copy – TH/Chesham Library      | Free at TH* |
| Minutes of Council and Committee meetings – n.b. this will exclude information that is properly regarded as private to the meeting.  | Web Site                            | Free        |
|  | Hard Copy – TH/Chesham Library      | Free at TH* |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.<br>Appendices to reports that only exist in hard copy may not be made available via the web site if they are very large, but can be viewed as hard copies. | Web Site                            | Free        |
|  | Hard Copy – TH/Chesham Library      | Free at TH* |
| Responses to consultation papers   | Hard Copy - TH                      | Free*       |
| Responses to planning applications   | Web Site                            | Free        |
|  | Hard Copy – TH/Chesham Library      | Free at TH* |
| Bye-laws   | Web Site                            | Free        |
|  | Hard Copy - TH                      | Free*       |

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.)

| Information to be published                                  | How the information can be obtained            | Cost  |
|--|--|-------|
| Job Vacancies  | Web Site                                       | Free  |
|  | Hard Copy - TH                                 | Free* |
| Model Publication Scheme                                     | Web Site                                       | Free  |
|  | Hard Copy – TH                                 | Free* |
| Guide to Information from Chesham Town Council               | Web Site                                       | Free  |
|  | Hard Copy - TH                                 | Free* |
| Complaints Policy & Procedure                                | Web Site                                       | Free  |
|  | Hard Copy - TH                                 | Free* |
| Schedule of Charges for the Publication of Information       | Within “Guide to Information” – Web Site       | Free  |
|  | Within “Guide to Information” – Hard Copy - TH | Free* |
| Policies and procedures for the conduct of council business: |  |       |
| Standing Orders  | Web Site                                       | Free  |
|  | Hard Copy – TH                                 | Free* |
| Committee terms of reference                                 | Web Site                                       | Free  |
|  | Hard Copy – TH                                 | Free* |
| Delegated authority in respect of officers                   | Present in Standing Orders – Web Site          | Free  |
|  | Present in Standing Orders – Hard Copy – TH    | Free* |
| Code of Conduct  | Web Site                                       | Free  |
|  | Hard Copy – TH                                 | Free* |

| Information to be published   | How the information can be obtained | Cost          |
|---|-------------------------------------|---------------|
| Policies and procedures for the provision of services and about the employment of staff:  |                                     |               |
| Bullying and Harassment policy<br>Child Protection Policy<br>Collective Grievance Policy<br>Community Engagement Strategy<br>Complaints Policy<br>Consultation Policy, Strategy and Procedure<br>Disciplinary Policy<br>Environmental Policy<br>Equal Opportunities Policy<br>Filming, Recording and Reporting Council Meetings Policy<br>Grievance Policy<br>Health and Safety Policy<br>IT Policy<br>Non-Smoking and Non-Vaping Policy<br>Play Area Strategy<br>Redundancy Policy<br>Risk Management Policy and Strategy<br>Social Media Policy<br>Training Policy<br>Tree Management Policy<br>Violence at Work Policy<br>Waterfowl Management Policy<br>Whistleblowing Policy | Web Site<br>Hard Copy - TH          | Free<br>Free* |

## Class 6 – Lists and Registers

(Currently maintained lists and registers only. Some information may only be available by inspection.)

| Information to be published       | How the information can be obtained | Cost  |
|-----------------------------------|-------------------------------------|-------|
| Assets Register                   | Inspection at the Town Hall only    | Free  |
| Register of members' interests    | Hard Copy - TH                      | Free* |
|                                   | Web Site                            |       |
| Register of gifts and hospitality | Inspection at the Town Hall only    | Free  |

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by inspection. Current information only.)

| Information to be published   | How the information can be obtained | Cost  |
|---|-------------------------------------|---|
| Allotment Tenancy Agreement (Standard)  | Web Site                            | Free  |
|   | Hard Copy - TH                      | Free*   |
| Allotment Plans (Asheridge Road and Cameron Road only)                                      | Inspection at the Town Hall only    | Free  |
| Chesham Cemetery Map  | Web Site                            | Free  |
|   | Hard Copy - TH                      | Free*   |
| Chesham Cemetery Graves Map   | Inspection at the Town Hall only    | Free  |
| Chesham Cemetery Burial Records   | Inspection at the Town Hall only    | Right to charge reserved for searches. See Schedule of Charges. |
| Chesham Cemetery Fees and Charges Booklet   | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free*   |
| Chesham Cemetery Interment Procedure  | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free*   |
| Chesham Cemetery Memorial Application Procedures, Regulations, Specifications and Standards | Web Site                            | Free  |
|   | Hard Copy - TH                      | Free*   |
| Chesham Moor Gym & Swim Contact Information   | CM Web Site                         | Free  |
|   | Hard Copy - CM                      | Free*   |
| Chesham Moor Gym & Swim Fees  | CM Web Site                         | Free  |
|   | Hard Copy - CM                      | Free*   |
| Chesham Moor Gym & Swim Normal Operating Procedures   | Hard Copy - TH                      | Free*   |
| Chesham Moor Gym & Swim Emergency Action Procedures   | Hard Copy - TH                      | Free*   |



| Information to be published                         | How the information can be obtained | Cost  |
|---|-------------------------------------|-------|
| Chesham Moor Gym & Swim Pool Hire Information Sheet | Hard Copy - TH                      | Free* |
| Chesham Moor Gym & Swim Pool Timetable              | CM Web Site                         | Free  |
|   | Hard Copy – CM/TH                   | Free  |
| Council newsletters contained within yourChesham    | Via yourChesham Web Site            | Free  |
|   | Hard Copy – TH                      | Free  |
| Elgiva Contact and Booking Information              | Elgiva Web Site                     | Free  |
|   | Hard Copy - Elgiva                  | Free* |
| Elgiva What's On                                    | Elgiva Web Site                     | Free  |
|   | Hard Copy – Elgiva                  | Free  |
| Elgiva Technical Specification Pack                 | Elgiva Web Site                     | Free  |
|   | Hard Copy - Elgiva                  | Free* |
| Elgiva Seating Plan                                 | Elgiva Web Site                     | Free  |
|   | Hard Copy – Elgiva                  | Free* |
| Football Pitch Hire Information Sheet               | Hard Copy – TH                      | Free* |
| Lowndes Park Map                                    | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free* |
| Lowndes Park Leaflet                                | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free  |
| Town Guide  | Hard Copy – TH                      | Free  |
|   | Web Site                            | Free  |
| Town Hall Civic Suite and Halls Fees and Charges    | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free* |
| Town Hall Conditions of Hire                        | Hard Copy - TH                      | Free* |
| Fees and Charges                                    | Web Site                            | Free  |
|   | Hard Copy – TH                      | Free* |

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

Free\* - One copy of any document will be supplied free of charge to any Chesham resident, for collection from Chesham Town Hall, Moor Gym & Swim or the Elgiva, as appropriate to the particular document.

For multiple copies, and/or for documents which are requested to be posted, the below charges will apply:

| <b>TYPE OF CHARGE</b>     | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b>                           |
|---------------------------|---|--|
| <b>Disbursement costs</b> | Photocopying/printing @ 10 p per sheet (black & white)                            | Actual cost.                                     |
|                           | Cost of postage, 2 <sup>nd</sup> class, depending on weight and size of document. | Actual cost of Royal Mail 2 <sup>nd</sup> class. |

| <b>BURIAL RECORDS</b>            | <b>DESCRIPTION</b>   | <b>BASIS OF CHARGE</b>                                    |
|----------------------------------|--|---|
| <b>Burial records search fee</b> | Fee for searching burial records per 30 minutes or part thereof: £40 – from April 2018 (reserve the right to charge) | Agreed as part of Fees and Charges annually by Committee. |

## CONTACT US

The Council's web site address is: [www.chesham.gov.uk](http://www.chesham.gov.uk)

The Council's Twitter feed is: @CheshamCouncil

The Council's Facebook page is: <https://www.facebook.com/CheshamTownCouncil>

The Elgiva's web site address is: [www.elgiva.com](http://www.elgiva.com)

The Elgiva's Twitter feed is: @ElgivaTheatre

The Elgiva's Facebook page is: <https://www.facebook.com/pages/The-Elgiva-Theatre-and-Cinema-Chesham/126846565752?fref=ts>

Chesham Moor Gym & Swim's web site address is: [www.cheshammoorfitness.org.uk](http://www.cheshammoorfitness.org.uk)

The Gym & Swim's Twitter feed is: @cheshammoorgym

The Gym & Swim's Facebook page is: <https://www.facebook.com/Cheshammoor?fref=ts>

### **Contact details:**

Chesham Town Council

Chesham Town Hall

Chesham

Bucks.

HP5 1DS

Email: [admin@chesham.gov.uk](mailto:admin@chesham.gov.uk)

Phone: 01494 774842 (Monday to Friday 10am to 4.30pm)

If you require information that is not listed in this guide, please contact us for assistance.