



Guide to Information 2017

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

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts. Current information only.)		
Information to be published	How the information can be obtained	Cost
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 Policy & Resources/Council minutes as appropriate – 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)

Information to be published	How the information can be obtained	Cost
Annual Performance Plan (current and previous year as minimum)	Web Site	Free
	Hard Copy -TH	Free*
Performance Indicators (as reported to Policy & Resources Committee)	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. 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:		
<ul style="list-style-type: none"> Bullying and Harassment policy Child Protection Policy Collective Grievance Policy Community Engagement Strategy Complaints Policy Consultation Policy, Strategy and Procedure Disciplinary Policy Environmental Policy Equal Opportunities Policy Filming, Recording and Reporting Council Meetings Policy Grievance Policy Health and Safety Policy IT Policy Non-Smoking and Non-Vaping Policy Play Area Strategy Redundancy Policy Risk Management Policy and Strategy Social Media Policy Training Policy Tree Management Policy Violence at Work Policy Waterfowl Management Policy Whistleblowing Policy 	<ul style="list-style-type: none"> Web Site Hard Copy - TH 	<ul style="list-style-type: none"> Free 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:

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

BURIAL RECORDS	DESCRIPTION	BASIS OF CHARGE
Burial records search fee	Fee for searching burial records per 30 minutes or part thereof: £40 – from April 2017 (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

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

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

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

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

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