



# Information available from London Colney Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	N/A	N/A

<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	Free
Information security policy	Not yet adopted	N/A

Records management policies (records retention, destruction and archive)	Not yet adopted	N/A
Data protection policies	Not yet adopted	N/A
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	N/A	N/A
<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Allotments	Website	Free
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A

**Contact details:**

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