

## Information available from Denham Parish Council under the model publication scheme

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities; and

members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Public authorities include government departments, local authorities, the NHS, state schools and police forces. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website  <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a>                      or hard copy</p>	
Who's who on the Council and its Committees	Website or hard copy	£1 then 15p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	c/o 39 Chapel Avenue, Long Stratton, NR15 2TE Tel: 07726 924786 Email: <a href="mailto:clerk@denhamparishcouncil.gov.uk">clerk@denhamparishcouncil.gov.uk</a>	£1 then 15p per sheet
Location of main Council office and accessibility details	c/o 39 Chapel Avenue, Long Stratton, NR15 2TE Meetings to be arranged at local venue	
Staffing structure	None except Clerk	

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Information to be published	How the information can be obtained	Cost
<p><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)</p> <p>Current and previous financial year as a minimum</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Borrowing Approval letter</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members’ allowances and expenses</p>	<p>Available free on Website at:  <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a></p> <p>Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Plan (current and previous year as a minimum)</p>	<p>hard copy from Clerk</p>	<p>£5.00</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Available free on Website at:  <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a></p> <p>Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p>Quality status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>N/A</p>	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Available free on Website at: <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a> Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>		
<p>Agendas of meetings (as above)</p>		
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>		
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p>Responses to consultation papers</p>	<p>Available in minutes of the meeting Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p>Responses to planning applications</p>	<p>Available in minutes of the meeting Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>

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<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>		
<p>Policies and procedures for the conduct of council business:            Procedural standing orders            Financial Regulations            Delegated authority in respect of officers            Code of Conduct            Health &amp; Safety Policy            Safeguarding Policy            Complaints Policy            Working with Volunteers Policy            Data Protection Policy            Internal Control Statements            Risk Assessment            Privacy Notice            Retention Policy            Publication Scheme</p>	<p>Available free on Website at:  <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a>            Or hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>
<p><b>Class 6 – Lists and Registers</b>             Currently maintained lists and registers only</p>	<p>hard copy from Clerk. Some information may only be available by inspection</p>	
<p>Any publicly available register or list</p>	<p>hard copy from Clerk</p>	<p>£1 then 15p per sheet</p>

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Assets Register	Available free on Website at: <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a>  Or hard copy from Clerk	£1 then 15p per sheet
Register of members' interests	Available free on Website at: <a href="https://denhamparishcouncil.gov.uk/parish-council/">https://denhamparishcouncil.gov.uk/parish-council/</a>  Or hard copy from Clerk	£1 then 15p per sheet
Register of gifts and hospitality	hard copy from Clerk	£1 then 15p per sheet
<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)  Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, noticeboards, memorials and lighting	hard copy from Clerk	£1 then 15p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy from Clerk	£1 then 15p per sheet

### Contact details:

Denham Parish Council, c/o 39 Chapel Avenue, Long Stratton, NR15 2TE

Tel: 07726 924786

Email: [clerk@denhamparishcouncil.gov.uk](mailto:clerk@denhamparishcouncil.gov.uk)

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 15p per sheet (black and white)	Cost of stationery and admin time.
	Photocopying @ £1 first sheet then 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

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