

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



CHPC Model Publication Scheme

Information available from Colney Heath Parish Council) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Location of main Council office and accessibility details	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Staffing structure	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Finalised budget	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Precept	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage

Reviewed by Full Council 24/07/2025

For review Apr 2027 or as legislation changes

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Grants given and received	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
List of current contracts awarded and value of contract	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Members' allowances and expenses	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Annual governance statement in format included in the Annual Return form	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Parish Plan	Not held	N/A

Reviewed by Full Council 24/07/2025
 For review Apr 2027 or as legislation changes

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting	Not held	N/A
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage
Agendas of meetings (as above)	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Responses to consultation papers	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Responses to planning applications	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Bye-laws	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage

Reviewed by Full Council 24/07/2025
 For review Apr 2027 or as legislation changes

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2nd class postage
Class 6 – Lists and Registers Currently maintained lists and registers only.	Not held	N/A

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	N/A
Assets register, including details of public land and building assets	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Register of members' interests	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Register of gifts and hospitality	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
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	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Allotments	Not held	N/A

Reviewed by Full Council 24/07/2025
 For review Apr 2027 or as legislation changes

COLNEY HEATH PARISH COUNCIL

 **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
 **Telephone:** (01727) 825 314
 **Website:** <https://colneyheathparishcouncil.gov.uk>
 **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyards	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Community centres and village halls	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Parks, playing fields and recreational facilities	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Seating, litter bins, clocks, memorials and lighting	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Bus shelters	Website or Hard copy	Photocopying cost only if collected – see schedule of charges If posted 2 nd class postage
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A

COLNEY HEATH PARISH COUNCIL



Postal Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA



Telephone: (01727) 825 314



Website: <https://colneyheathparishcouncil.gov.uk>



E-mail: clerk@colneyheathparishcouncil.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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 21p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

CONTACT DETAILS:

Clerk to the Council

Highfield Park Office

Hill End Lane

St Albans

Hertfordshire AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk