

**Freedom of Information Policy – Publication Scheme**

**Information available from**

**Claygate Parish Council**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	<ol style="list-style-type: none"> <li>1. website</li> <li>2. notice boards</li> <li>3. Regular 'Courier' magazines</li> </ol>	<p>Free</p> <p>Free</p> <p>Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1-3 as above	
Location of main Council office and accessibility details	1-3 as above	
Staffing structure	1-3 as above	
<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>		
Annual return form and report by auditor	notice boards	
Finalised budget	<ol style="list-style-type: none"> <li>1. Minutes of January Parish Council meeting displayed in Post office and Village hall</li> <li>2. Minutes of January Parish Council meeting on website</li> <li>3. March Courier</li> </ol>	<p>Free</p> <p>Free</p> <p>Free</p>

Precept	1. Minutes of January Parish Council meeting displayed in Post office and Village hall 2. Minutes of January Parish Council meeting on website 3. March Courier	Free  Free Free
Previous Year's Accounts	1. Website 2. Summer Courier	Free Free
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	1. Website. 2. Displayed in Village hall	Free Free
Grants given and received	Minutes displayed in Post office and Village hall	Free
List of current contracts awarded and value of contract	Hard copy-contact Clerk	8/12p per sheet
Members' allowances and expenses	Chairman's Allowance included in finalised budget which is in Jan minutes displayed at the Village Hall, PO & website (No other allowances paid.)	-
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del> Village Design Statement	Status reports in:- Website Included in minutes of Meetings In Courier	Free  Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Included in minutes of Parish Meeting In Summer Courier	Free Free Free
Quality status	We no longer have Quality Status	Free
Local charters drawn up in accordance with DCLG guidelines - Parish Charter with EBC	website	Free

<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>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ol style="list-style-type: none"> <li>1. Notice boards</li> <li>2. website</li> </ol>	Free Free
Agendas of meetings (as above)	Notice boards	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<ol style="list-style-type: none"> <li>1. Village hall/PO</li> <li>2. website</li> </ol>	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes displayed in Post office, Village Hall & website	Free
Responses to consultation papers	Hard copy-contact Clerk	8/12p per sheet
Responses to planning applications	<ol style="list-style-type: none"> <li>1. EBC website</li> <li>2. Planning committee minutes displayed on website</li> </ol>	Free Free
<del>Bye laws</del>		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee <del>and sub-committee</del> terms of reference <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements</p>	<ol style="list-style-type: none"> <li>1. Website</li> <li>2. Hard copy-contact Clerk</li> </ol>	Free 8/12 p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information</p>	<ol style="list-style-type: none"> <li>1. Hard copy-contact Clerk</li> <li>2. Inspection at Council office by appointment only</li> </ol>	8/12p per sheet  Free

(this document) Complaints procedures (including those covering requests for information and operating the publication scheme)	3. Website (this document only)	
<del>Information security policy</del> Risk Management Policy	Inspection at Council office by appointment only	Free
Records management policies (records retention, destruction and archive)	Copy of policy available	
<del>Data protection policies</del>		
Schedule of charges -for the publication of information)	website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection at Council office by appointment only	Free
Assets Register	Inspection at Council office by appointment only	Free
<del>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</del>		
Register of members' interests	Inspection at Council office by appointment only	Free
Register of gifts and hospitality	Inspection at Council office by appointment only	Free
<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		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
Bus shelters	Inspection at Council office by appointment only	Free
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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**Contact details:**  
**PARISH CLERK**  
**CLAYGATE PARISH COUNCIL**  
**CLAYGATE VILLAGE HALL**  
**CHURCH ROAD, CLAYGATE**  
**SURREY KT10 0JP**

**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 @ .8p per sheet (black & white)	Actual cost + contribution to overheads.
	Photocopying @ .12p per sheet (colour)	Actual cost + contribution to overheads.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

NB

- 1.Hard copy of information published on Notice Boards or the web site may be obtained from the Clerk at the rates for photocopying listed above.
- 2.The cost of copying is the actual cost incurred by the public authority

Updated mar 2012  
Reviewed May 2017