

# FREEDOM OF INFORMATION 2009

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

| Information to be published   | How the information can be obtained            | Cost       |
|---|--|------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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   | <b>Hard copy and website</b>                   | <b>10p</b> |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | <b>Hard copy and website</b>                   |            |
| Location of main Council office and accessibility details   | <b>Hard copy and website</b>                   |            |
| Staffing structure  |  |            |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(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>                                     | (hard copy and/or website)<br><b>Hard copy</b> |            |
| Annual return form and report by auditor  | <b>Hard copy</b>                               |            |
| Finalised budget  | <b>Hard copy</b>                               |            |
| Precept   | <b>Hard copy</b>                               |            |
| Borrowing Approval letter   |  |            |
| Financial Standing Orders and Regulations   | <b>Hard copy</b>                               |            |
| Grants given and received   | <b>Hard copy</b>                               |            |
| List of current contracts awarded and value of contract   | N/A  |            |
| Members' allowances and expenses  | N/A  |            |

|  |                              |  |
|--|------------------------------|--|
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   |                              |  |
| Parish Plan (current and previous year as a minimum)   | <b>Hard copy</b>             |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | <b>Hard copy</b>             |  |
| Quality status   | N/A                          |  |
| Local charters drawn up in accordance with DCLG guidelines   | N/A                          |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum   |                              |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | <b>Hard copy</b>             |  |
| Agendas of meetings (as above)   | <b>Hard copy</b>             |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.   | <b>Hard copy and website</b> |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | N/A                          |  |
| Responses to consultation papers   | <b>Hard copy</b>             |  |
| Responses to planning applications   | <b>Hard copy and website</b> |  |
| Bye-laws   | <b>Hard copy</b>             |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  |                              |  |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | <b>Hard copy</b>             |  |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <b>Hard copy</b>             |  |

|  |  |  |
|--|--|--|
| Information security policy  |  |  |
| Records management policies (records retention, destruction and archive)   |  |  |
| Data protection policies   |  |  |
| Schedule of charges (for the publication of information)   |  |  |
| <b>Class 6 – Lists and Registers</b>   | (hard copy or website; some information may only be available by inspection) |  |
| 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)   | <b>Hard copy</b>   |  |
| Assets Register  | <b>Hard copy</b>   |  |
| 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)                                     |  |  |
| Register of members' interests   | <b>Hard copy</b>   |  |
| Register of gifts and hospitality  | <b>Hard copy</b>   |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | (hard copy or website; some information may only be available by inspection) |  |
| Allotments   | Not applicable to Pirbright  |  |
| Burial grounds and closed churchyards  | Not applicable to Pirbright  |  |
| Community centres and village halls  | <b>Hard copy and website</b>   |  |
| Parks, playing fields and recreational facilities  | <b>Hard copy and website</b>   |  |
| Seating, litter bins, clocks, memorials and lighting   | <b>Hard copy and website</b>   |  |
| Bus shelters   | <b>Hard copy and website</b>   |  |
| Markets  | Not applicable to Pirbright  |  |
| Public conveniences  | Not applicable to Pirbright  |  |
| Agency agreements  | Not applicable to Pirbright  |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  |  |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above  |  |  |

**Contact details:** Mrs L. Graham, Clerk to Pirbright Parish Council  
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Website: [www.parish-council.com/pirbright](http://www.parish-council.com/pirbright)

## 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 @ 10.p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ ..p per sheet (colour) N/A     | Actual cost  |
|                          |   |  |
|                          | 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>             |   |  |
|                          |   |  |

\* the actual cost incurred by the public authority