

Information available from Pirbright Parish Council under THE FREEDOM OF INFORMATION ACT 2000

Full details from the Information Commissioner's Office can be found on the following website:
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts)	Website	
Location of main Council office and accessibility details	Website	
<p>Class 2 – What we spend and how we spend it (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	10p / page
Annual return form and report by auditor	Hard copy	10p / page
Finalised budget	Hard copy	10p
Precept	Hard copy	10p
Borrowing Approval letter	Hard copy	10p
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard copy	10p / page

Members' allowances and expenses	Hard copy	10p / page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	10p / page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p / page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	Hard copy	10p / page
Responses to consultation papers	Hard copy	10p / page
Responses to planning applications	Hard copy and GBC Website	
Bye-laws	Hard copy	10p / page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
All Policies and procedures for the conduct of council business	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p / page
Assets Register	Hard copy	10p / page
Register of members' interests	Hard copy	10p / page
Register of gifts and hospitality	Hard copy	10p / page
Class 7 – The services we offer	(hard copy or website; some information	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		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		Hard copy and Website	10p / page
Parks, playing fields and recreational facilities		Hard copy and Website	10p / page
Seating, litter bins, clocks, memorials and lighting		Hard copy and Website	10p / page
Bus shelters		Hard copy and Website	10p / page
Markets	Not applicable to Pirbright		
Public conveniences	Not applicable to Pirbright		
Agency agreements	Not applicable to Pirbright		

Contact details: **Mrs H Myers, Clerk to Pirbright Parish Council**
The Parish Meeting Room, Lord Pirbright's Hall, Pirbright, Woking, GU24 0JE
Tel: 07485 411214
Email: clerk@pirbright-pc.gov.uk
Website: www.pirbright-pc.gov.uk

Reviewed: November 2022
Next Review: November 2023