

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>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>		
Who's who on the Council and its Committees	Email, Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Email, Hard copy and website	
Location of main Council office and accessibility details	Email, Hard copy and website	
Staffing structure		
<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 and/or website) Email, Hard copy	
Annual return form and report by auditor	Email, Hard copy	
Finalised budget	Email, Hard copy	
Precept	Email, Hard copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Email, Hard copy	
Grants given and received	Email, Hard copy	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	

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)	Email, Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email, Hard copy	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	Email, Hard copy	
Agendas of meetings (as above)	Email, Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email, Hard copy and Website	
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	Email, Hard copy	
Responses to planning applications	Email, Hard copy and Website	
Bye-laws	Email, Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Email, Hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email, Hard copy	

Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(email, 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)	Email, Hard copy	
Assets Register	Email, Hard copy	
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	Email, Hard copy	
Register of gifts and hospitality	Email, Hard copy	
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	(email, 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	Email, Hard copy and Website	
Parks, playing fields and recreational facilities	Email, Hard copy and Website	
Seating, litter bins, clocks, memorials and lighting	Email, Hard copy and Website	
Bus shelters	Email, Hard copy and Website	
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs H Myers, Clerk to Pirbright Parish Council
The Parish Shop, The Green, Pirbright, Woking GU24 0JT
Tel: 01483 797840
Email: clerk@pirbright-pc.gov.uk
Website: www.pirbright-pc.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 @ 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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority