

# 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              |
|--|-------------------------------------|-------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only<br>N.B. Councils should already be publishing as much information as possible about how they can be contacted |                                     |                   |
| Who's who on the Council and its Committees  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Contact details for Parish Clerk and Council members (named contacts)  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Location of main Council office and accessibility details  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Staffing structure   | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| <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)<br><br>Current and previous financial year as a minimum                                |                                     |                   |
| Annual return form and report by auditor   | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Finalised budget   | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Precept  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Borrowing Approval letter  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Financial Standing Orders and Regulations  | <b>Hard copy<br/>Website</b>        | Disbursement cost |
| Grants given and received  | <b>Hard copy<br/>Website</b>        | Disbursement cost |

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| List of current contracts awarded and value of contract   | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| Members' allowances and expenses  | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| <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<br/>Website</b>         | Disbursement cost |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)   | <b>Hard copy<br/>Website</b>         | No charge         |
| <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<br/>Website</b>         | Disbursement cost |
| Agendas of meetings (as above)  | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting   | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting  | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| Responses to consultation papers  | <b>Hard copy<br/>Website</b>         | Disbursement cost |
| Responses to planning applications  | <b>Hard copy and GBC<br/>Website</b> | Disbursement cost |
| Bye-laws  | <b>Hard copy</b>                     | Disbursement cost |
| <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   |                                      |                   |
| <u>Policies and procedures for the conduct of council business:</u><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<br/>Website</b>         | Disbursement cost |
| <u>Policies and procedures about the employment of staff:</u><br>Equality and Diversity Policy<br>Health & Safety Policy  | <b>Hard copy</b>                     | Disbursement cost |

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|---|--|-------------------|
| Grievance and Disciplinary Policy<br>Training and Development Policy<br>Complaints Procedures (including those covering requests for information and operating the publication scheme)<br>Policies and Procedures for handling requests for information<br>Records Management Policy (records retention, destruction and achieve) | <b>Website</b>   |                   |
| Data Protection Policy  | <b>Hard copy<br/>Website</b>   | Disbursement cost |
| <b>Class 6 – Lists and Registers</b><br>(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 – some information may be available for inspection only</b> | Disbursement cost |
| Assets Register   | <b>Hard copy<br/>Website</b>   | Disbursement cost |
| Register of members' interests  | <b>Hard copy<br/>Website</b>   | Disbursement cost |
| Register of gifts and hospitality   | <b>Hard copy<br/>Website</b>   | Disbursement cost |
| <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  |  |                   |
| Allotments  |  | N/A               |
| Burial grounds and closed churchyards   |  | N/A               |
| Community centres and village halls (Lord Pirbright's Hall)   | <b>Hard copy booking form</b>  | Disbursement cost |
| Parks, playing fields and recreational facilities   | <b>Available for Inspection</b>  | No charge         |
| Seating, litter bins, clocks, memorials and lighting  | <b>Available for Inspection</b>  | No charge         |
| Bus shelters  | <b>Available for Inspection</b>  | No charge         |
| Newsletters   | <b>Delivered to all households in the Parish.<br/>Website</b>            | No charge         |
| Markets   |  | N/A               |

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|---------------------|--|-----|
| Public conveniences |  | N/A |
| Agency agreements   |  | N/A |

**Contact details:**      **Mrs H Myers, Clerk to Pirbright Parish Council**  
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Reviewed:    November 2022  
Next Review: November 2024