

Information available from Warlingham 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	The Clerk/web site/notice board	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Clerk/web site/notice board	Nil
Location of main Council office and accessibility details	The Clerk/web site/notice board	Nil
Staffing structure	The Clerk	Nil
<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)	
Annual return form and report by auditor	The Clerk	10p per sheet
Finalised budget	The Clerk	10p per sheet
Precept	The Clerk/web site	Nil
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	The Clerk	10p per sheet
Grants given and received	The Clerk/web site	Nil
List of current contracts awarded and value of contract	The Clerk/web site	Nil
Members' allowances and expenses	The Clerk	Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk Web site	10p per sheet Nil
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, committee/sub-committee, parish meetings)	Clerk/website/notice board	Nil
Agendas of meetings (as above)	Clerk/website/notice board	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk Website/notice board	10p per sheet Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	The Clerk	10p per sheet
Responses to consultation papers	The Clerk	10p per sheet
Responses to planning applications	Clerk/website/notice board	Nil
Bye-laws	Not applicable	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>The Clerk The Clerk The Clerk The Clerk Not applicable</p>	<p>10p per sheet</p>
<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 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)</p>	<p>Not applicable Not applicable Not applicable The Clerk The Clerk The Clerk</p>	
<p>Information security policy</p>	<p>Not applicable</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not applicable</p>	
<p>Data protection policies</p>	<p>Not applicable</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>The Clerk</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Not applicable</p>	

Assets Register	The Clerk	
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)	Not applicable	
Register of members' interests	The Clerk	
Register of gifts and hospitality	The Clerk	
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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
		In accordance with the Freedom of Information Act section 21

* the actual cost incurred by the public authority