

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Information to be published	How the information can be obtained – hard copy and/or website	Cost
Class 1 – Who we are ALBURY PARISH COUNCIL	From the Clerk or website	Website – free Hard copies – as per schedule
Who's on the Council and its Committees	“	
Contact details for the Parish Clerk and Council members	“	
Class 2 – What we spend and how we spend it		
Current and previous financial year	Hard copies from the Clerk	
Annual return form and report by Auditor	From the Clerk or website	
Finalised Budget	Hard copies from the Clerk	
Precept	“	
Borrowing Approval Letter	“	
Financial Standing Orders and Regulations	From the Clerk or website	
Grants given and received	Hard copies from the Clerk	
List of current contracts awarded and the value of contract	“	
Member's allowances and expenses	“	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish	Hard copies from the Clerk	
Class 4 – How we make decisions		
Timetable of meetings	Hard copy from the Clerk	
Agendas of meetings	From the Clerk or website	
Minutes of meetings	“	
Reports presented to council meetings	Hard copy from the Clerk	
Responses to consultation papers	“	
Responses to planning applications	“	

Bye-laws	n/a	
Class 5 – our policies and procedures		
Policies and procedures for the conduct of business <ul style="list-style-type: none"> - Procedural standing orders - Committee and sub-committee terms of reference - Delegated authority in respect of officers - Code of conduct - Policy Statement 	Hard copies from the clerk	
Policies and procedures for the provision of services and about the employment of staff <ul style="list-style-type: none"> - 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) 	“	
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		
Any publicly available register of list	Available for inspection at the Clerk’s office	
Assets Register	“	
Register of members interest	From the Clerk or website	
Register of gifts and hospitality	“	
Class 7 – The services we offer		
Allotments	Hard copy from the Clerk	
Community centres and village halls	“	
Parks, playing fields, and recreational facilities	“	
Seating, litter bins, clocks, memorials, and lighting	“	

Summary of services for which the council is entitled to recover a fee, together with those fees	‘	
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Contact details:

All hard copies of documentation, or viewing of documentation by appointment, contact:

The Parish Clerk

2 Mint Cottages

Park Road

Banstead

Surrey

SM7 3DS

07856010600

Email: cj.bishop@alburyparish.org

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white) Photocopying @ 20p per sheet (colour)	Actual cost based on minimum charge by professional copy company
	Postage	Actual cost of Royal Mail standard 2 nd class