



## Shere Parish Council Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (organisational Information, structures, locations and contacts)	Hard copy Website	Disbursement cost
Who's who on the Council, roles, structure and its Committees and sub-committees	Hard copy Website	Disbursement cost
Contact details for Parish Clerk and Council members	Hard copy Website	Disbursement cost
Location of main Council office and accessibility details	Hard copy Website Newsletters	Disbursement cost
Staffing structure and contact details	Hard copy Website	Disbursement cost
<b>Class 2 – What the Council spends spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return	Hard copy Website	Disbursement cost
Annual Statutory Auditor's Report	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter – if applicable (None at present)		N/A
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and/or expenses	Hard copy	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	Disbursement cost
Annual Report to Parish meeting	Hard copy Website newsletter	No charge
Responses to consultation papers	Hard copy Website	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions made)		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – to note this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Disbursement cost
Reports presented to council meetings – to note this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Disbursement cost
Procedural Standing Orders	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Bye-laws (none at present)		N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Hard copy Website	Disbursement cost
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to delivery of services Equality and diversity policy Health and safety policy Grievance and Disciplinary policy Training policy Recruitment policy (including current vacancies if any) Complaints procedures (including those covering requests for information and operating the publication scheme) Policies and procedures for handling requests for information Records management policies (records retention, destruction and archive)	Hard copy	Disbursement cost
Data protection policy	Hard copy	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Available for inspection	Disbursement cost
Assets Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
<b>Class 7 – The services we offer</b>		
Allotments (none at present)		N/A
Burial grounds and closed churchyards (none at present)		N/A

Community centres and village halls (Tanyard Hall, Gomshall only)	Hard copy booking form	Disbursement cost
Parks, playing fields and recreational facilities – no booking required	Available for inspection	No charge
Seating, litter bins, memorials (clocks & lighting – none)	Available for inspection	No charge
Bus shelters	Available for inspection	No charge
Newsletters	Delivered to all households in the parish Website	No charge
Public Conveniences	Available for Inspection	No charge
Markets – none at present	Not applicable	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – none at present	Not applicable	N/A
Agency Agreements – none at present	Not applicable	N/A

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage

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Adopted	Reviewed	Re-adopted
New Version 6 <sup>th</sup> May 2020	To be reviewed May 2022	