

Information available from Warlingham Parish Council (using 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) This will be current information only</p>	(hard copy/notice board or website)	Nil
Who's who on the Council and its Committees	The Clerk/website/notice board	Nil
Contact details for Parish Clerk and Council members	The Clerk/website/notice board	Nil
Location of main Council office and accessibility details	The Clerk/website/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>	(hard copy and/or website)	
Annual return form and report by auditor	The Clerk/website	See schedule below
Finalised budget	The Clerk/website	See schedule below
Precept	The Clerk	Nil
Borrowing Approval letter	Not applicable	
Financial Regulations	The Clerk/website	See schedule below
Grants given and received	The Clerk	Nil
List of current contracts awarded and value of contract	The Clerk	Nil
Members' allowances and expenses	N/A	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 available in Warlingham Library/ website	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk	Nil
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, 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)	Clerk/website/notice board	See schedule below
Reports presented to council meetings	The Clerk	See schedule below
Responses to consultation papers	The Clerk	See schedule below
Responses to planning applications	Clerk	Nil
Bye-laws	N/A	
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 Further Policy Statements	The Clerk/website The Clerk/website The Clerk/website The Clerk/website The Clerk	See schedule below (all)
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)	N/A The Clerk The Clerk N/A The Clerk The Clerk/ website	
Information security policy	The Clerk	
Records management policies (records retention, destruction and archive)	The Clerk	
Data protection policies	The Clerk	
Schedule of charges (for the publication of information)	The Clerk	
Class 6 – Lists and Registers 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)	N/A	
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)	N/A	
Register of members' interests	The Clerk/website	
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	The Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

The Clerk, Simon Bold, c/o Warlingham Community Library, Shelton Avenue, Surrey, CR6 9NF

Telephone: 07951 211498

Email: clerk@warlingham-pc.gov.uk

Website: www.warlingham-pc.gov.uk

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