Information available from Lurgashall Parish Council under the model publication scheme

Information to be published	**How the information can be obtained**	**Cost** (+postage as appropriate)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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) Current and previous financial year as a minimum	(hard copy and/or website)	

Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p per sheet
Precept	Website Hard copy – contact Clerk	Free 10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Website Hard copy – contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p per sheet
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)	N/A	
Lurgashall Design Statement	Website Hard copy – contact Clerk	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p per sheet
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)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	Hard copy – contact Clerk	10p per sheet
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	(hard copy or website)	
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 – contact Clerk Hard copy – contact Clerk N/A Website Hard copy – Contact Clerk N/A	 10p per sheet 10p per sheet Free 10p per sheet

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 N/A N/A N/A N/A N/A	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges)for the publication of information)	N/A	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy – contact Clerk	10p per sheet
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	Hard copy – contact Clerk	10p per sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer	(hard copy or website;	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection)	
Allotments	Hard copy – contact Clerk	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	Hard copy – contact Clerk	10p per sheet
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to the Lurgashall Parish Council
c/o Croft's Folly
Windfallwood Common
Haslemere
Surrey, GU27 3BX

Tel: (01428) 707336
e-mail: pszell58@aol.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority