

# ALFOLD PARISH COUNCIL

Information available from Alfold Parish Council under the model publication scheme.

Alfold Parish Council website address is [www.alfoldparishcouncil.co.uk](http://www.alfoldparishcouncil.co.uk). Contact the Clerk, Mrs Beverley Weddell by email [clerk@alfoldparishcouncil.co.uk](mailto:clerk@alfoldparishcouncil.co.uk) or telephone 01483 200314 between 10am and 4pm Monday to Friday. Agendas are displayed on the Parish Council notice boards on Dunsfold Road and the Village Green.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b>		
Who's who on the Council and its Committees	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Contact Details for the Parish Clerk and Council Members	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Location of main Council office and accessibility details	Parish Notice Boards Website	FOC FOC
<i>Staffing structure</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual Return Form and Report by Auditor	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Finalised Budget	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Precept	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
Borrowing Approval Letter (if applicable)	Hard Copy – contact Parish Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Grants given and received	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
List of current contracts awarded and value of contract	Hard Copy – contact Parish Clerk	10p per sheet
Members' Allowances and Expenses	Hard Copy – contact Parish Clerk	10p per sheet
<b>CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		

Parish Plan (current and previous year as a minimum) Aims and Objectives	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
<i>Quality Status</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<i>Local Charters drawn up in accordance with DCLG guidelines</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 4 - HOW WE MAKE DECISIONS</b>		
Timetable of meetings	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Agendas of meetings	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Minutes of meetings <b>Note</b> – this will exclude information that is properly regarded as private to the meeting	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Reports presented to Council meetings <b>Note</b> – this will exclude information that is properly regarded as private to the meeting	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
Responses to Consultation Papers	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
Responses to Planning Applications	Website (minutes) Hard Copy – contact Parish Clerk	FOC 10p per sheet
<i>Bye Laws</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 5 - OUR POLICIES AND PROCEDURES</b>		
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	Website Hard copies – contact Parish Clerk	FOC 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 Policy Policies and requests for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme)	Hard copies – contact Parish Clerk	10p per sheet
Policies and Procedures for the provision of services and about the employment of staff – contd.		

Information Security Policy	Hard Copy – contact Parish Clerk	10p per sheet
Records Management Policy (records retention, destruction and archive)		
Data Protection Policy		
<b>CLASS 6 - LISTS AND REGISTERS</b>		
<i>Any publicly available register or list</i>	<i>Not applicable</i>	<i>Not applicable</i>
Assets Register	Website Hard Copy – contact Parish Clerk	FOC 10p per sheet
Disclosure Log (indicating the information that has been provided in response to requests; recommended as good practice but may but be held by Parish Councils)	<i>Not applicable</i>	<i>Not applicable</i>
Register of Members’ Interests	Website Hard Copy – contact Parish Clerk	FOC 10 per sheet
Register of Gifts and Hospitality	Hard Copy – contact Parish Clerk	10p per sheet
<b>CLASS 7 - THE SERVICES WE OFFER</b>		
<i>Allotments</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Burial Grounds and Closed Churchyards</i>	<i>Not applicable</i>	<i>Not applicable</i>
Community Centres and Village Halls	<i>Not applicable</i>	<i>Not applicable</i>
Parks, Playing Fields and Recreational Facilities	<i>Not applicable</i>	<i>Not applicable</i>
Seating, Litter Bins, Clocks, Memorials and Lighting	Hard Copy – contact Parish Clerk	10p per sheet
Bus Shelters	Hard Copy – contact Parish Clerk	10p per sheet
<i>Markets</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Public Conveniences</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Agency Agreements</i>	<i>Not applicable</i>	<i>Not applicable</i>
Parish Newsletter	Website	FOC
A summary of services for which the Parish Council is entitled to recover a fee, together with those fees	<i>Not applicable</i>	<i>Not applicable</i>

Please note **in addition** to the above individual costs there is a standard administration fee of £50 due **before** any works commence on FOI Act requests to cover our Administration costs.

This fee covers administration of up to 4 hours of the Clerk’s time.

Should your request exceed 4 hours of the Clerk’s time you will be charged at the current hourly rate for the Clerk – confirmed at the time.

By signing this document you agree to the above information and agree to pay the Administration fee of £50 (payable to Alfold Parish Council) before work commences on your request. This form must be returned to the Parish Clerk.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_