

**PUTTENHAM PARISH COUNCIL**

**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

Information to be published	How the information can be obtained – hard copy and/or website	Cost
<b>Class 1 - Who we are and what we do</b> PUTTENHAM PARISH COUNCIL	From the Clerk or Website	<b>Website</b> free <b>Hard copies</b> as per schedule
Who's who on the Council and its Committees	“	
Contact details for the Parish Clerk and Council members	“	
Location of Clerk's office	“	
<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year	Hard copies from the Clerk	
Annual return form and report by Auditor	“	
Finalised Budget	“	
Precept	“	
Borrowing Approval letter	“	
Financial Standing Orders and Regulations	“	
Grants given and received	“	
List of current contracts awarded and value of contract	“	
Members allowances and expenses	“	
<b>Class 3 – What our priorities are and how we are doing</b>		

Annual Report to Parish (6 years) - previous year	Hard copies from the Clerk - on the website	
Quality Status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – how we make decisions</b> <b>Current and previous council year</b>		
Timetable of meetings	Hard copy from the Clerk	
Agendas of Meetings	Hard copy from the Clerk - current from website	
Minutes of meetings	Hard copy from the Clerk - most recent from website	
Reports presented to council meetings	Hard copy from the Clerk	
Responses to consultation papers	“	
Responses to planning applications	“	
Bye-laws	n/a	
<b>Class 5 – our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> <li>· Procedural standing orders</li> <li>· Committee and sub-committee terms of reference</li> <li>· Delegated authority in respect of officers</li> <li>· Code of conduct</li> <li>· Policy Statement</li> </ul>	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"> <li>· Internal policies relating to the delivery of services</li> <li>· Equality and diversity policy</li> <li>· Health and Safety policy</li> <li>· Recruitment policies (including current vacancies)</li> </ul>	Hard copies from the Clerk	

<ul style="list-style-type: none"> <li>· Policies and procedures for handling requests for information</li> <li>· Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
Information security policy	Hard copy from the Clerk	
Records management policies (records retention, destruction and archive)	Hard copy from the Clerk	
Data protection policies	Hard copy from the Clerk	
Schedule of charges (for the publication of information)	Hard copy from the Clerk	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Available for inspection at Clerk's office	
Assets Register	"	
Disclosure log		
Register of members interests	"	
Register of gifts and hospitality	"	
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Hard copy or inspection at Clerk's office	
Burial grounds and closed churchyards	"	
Community centres and village halls	"	
Parks, playing fields and recreational facilities	"	
Seating, litter bins, clocks, memorials and lighting	"	
Bus shelters	"	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Summary of services for which the council is entitled to recover a fee, together with those fees (eg. Burial fees)	Hard copy or inspection at Clerk's office	

Additional information		
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**Contact Details :**

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

The Parish Clerk  
The Bungalow  
Guildford Road  
Normandy  
Guildford  
Surrey  
GU3 2AW

Telephone: 01483 810492

*Email: [ppc-clerk <ppc-clerk@mail.puttenham-pc.gov.uk>](mailto:ppc-clerk@mail.puttenham-pc.gov.uk)*

Shaded areas denote not applicable in relation to Puttenham Parish Council  
(legislation requires they are included on list whether applicable or not)

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
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 <sup>nd</sup> class
Statutory fee	n/a – no Statutory fees	In accordance with the relevant legislation if appropriate
Other		