

FREEDOM OF INFORMATION ACT
DATE NOVEMBER 19 2008

Information available from HASLEMERE TOWN Council under 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)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>HARD COPY</p>	<p>10P PER SHEET COPIED</p>
<p>Who's who on the Council and its Committees</p>	<p>HARD COPY</p>	<p>10P PER SHEET COPIED</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>HARD COPY</p>	<p>10P PER SHEET COPIED</p>
<p>Location of main Council office and accessibility details</p>	<p>HARD COPY</p>	<p>10P PER SHEET COPIED</p>
<p>Staffing structure</p>	<p>HARD COPY</p>	<p>10P PER SHEET COPIED</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) Current and previous financial year as a minimum	(hard copy and/or website) HARD COPY	10P PER SHEET COPIED
Annual return form and report by auditor	HARD COPY	10P PER SHEET COPIED
Finalised budget	HARD COPY	10P PER SHEET COPIED
Precept	HARD COPY	10P PER SHEET COPIED
Borrowing Approval letter	HARD COPY	10P PER SHEET COPIED
Financial Standing Orders and Regulations	HARD COPY	10P PER SHEET COPIED
Grants given and received	HARD COPY	10P PER SHEET COPIED
List of current contracts awarded and value of contract	HARD COPY	10P PER SHEET COPIED
Members' allowances and expenses	HARD COPY	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10P PER SHEET COPIED

	HARD COPY	
Parish Plan (current and previous year as a minimum)	HARD COPY (Business Plan)	10P PER SHEET COPIED
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	10P PER SHEET COPIED
Quality status	HARD COPY	10P PER SHEET COPIED
Local charters drawn up in accordance with DCLG guidelines	HARD COPY	10P PER SHEET COPIED
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) HARD COPY	10P PER SHEET COPIED
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HARD COPY	10P PER SHEET COPIED
Agendas of meetings (as above)	HARD COPY	10P PER SHEET COPIED
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY	10P PER SHEET COPIED
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY	10P PER SHEET COPIED
Responses to consultation papers	HARD COPY	10P PER SHEET

		COPIED
Responses to planning applications	HARD COPY	10P PER SHEET COPIED
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) HARD COPY	10P PER SHEET COPIED
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	10P PER SHEET COPIED
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	HARD COPY	10P PER SHEET COPIED

operating the publication scheme)		
Information security policy	HARD COPY	10P PER SHEET COPIED
Records management policies (records retention, destruction and archive)	HARD COPY	10P PER SHEET COPIED
Data protection policies	HARD COPY	10P PER SHEET COPIED
Schedule of charges)for the publication of information)	HARD COPY	10P PER SHEET COPIED
	HARD COPY	10P PER SHEET COPIED
Class 6 – Lists and Registers	HARD COPY	10P PER SHEET COPIED
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)	HARD COPY	10P PER SHEET COPIED
Assets Register	HARD COPY	10P PER SHEET COPIED
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)	HARD COPY	10P PER SHEET COPIED
Register of members' interests	HARD COPY	10P PER SHEET COPIED

Register of gifts and hospitality	HARD COPY	10P PER SHEET COPIED
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	HARD COPY	10P PER SHEET COPIED
Allotments	HARD COPY	10P PER SHEET COPIED
Burial grounds and closed churchyards	N/A	
Community centres and village halls	HARD COPY	10P PER SHEET COPIED
Parks, playing fields and recreational facilities	HARD COPY	10P PER SHEET COPIED
Seating, litter bins, clocks, memorials and lighting	HARD COPY	10P PER SHEET COPIED
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)	HARD COPY	10P PER SHEET COPIED

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

TOWN CLERK

tel 01428 654305 EMAIL – clerk.htc@btinternet.com

**TOWN HALL
HIGH STREET
HASLEMERE
SURREY
GU27 2HG**

Offices are open on Monday Wednesday and Friday between the hours of 10am till 1pm and 2pm to 4pm.

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 .p per sheet (black & white)	*LOCAL COMMERCIAL CHARGE
	Photocopying @ ..p per sheet (colour) NOT AVAILABLE ON SITE	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority