

**INFORMATION AVAILABLE FROM WEST HORSLEY PARISH COUNCIL UNDER THE
MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations, and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerks and Council Members	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
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)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Standing Orders and Financial Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Class 3 – What are our proprieties and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic Plan	Hard copy Website	Disbursement cost
Annual Report to Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	Disbursement cost

Reports presented to Council meetings – N.B. this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)		
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 Website	Disbursement cost
Policies and procedures about the employment of staff: Equal opportunities statement Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
Record management policies (record retention, destruction, and archive)	Hard copy Website	Disbursement cost
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy – some information may be available for inspection only	
Fixed Asset Register	Hard copy Website	Disbursement cost
Register of Members' Interests	Hard copy Website	Disbursement cost
Class 7 – The services we offer (Where applicable, information about the services we offer is available on the website)		
Allotments	Administered by Grace & Flavour	
Village Hall	Available for inspection	Free of charge
Seating, litter bins, noticeboards, village signs	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge

Newsletters	Delivered to all properties in the parish Website Hard copy	Free of charge Disbursement cost
Green spaces and recreational facilities	Available for inspection	Free of charge

Schedule of charges

Type of charge	Description	Basis of charge
<i>Charges may be made to West Horsley residents. Charges will be made to non-residents of West Horsley.</i>		
Disbursement cost for hard copy information	Photocopying @20p per A4 sheet Postage	Ink, paper & time Cost of Royal Mail 2 nd class post.

Contact details

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