



## WEST HORSLEY PARISH COUNCIL

### INFORMATION AVAILABLE FROM THE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| <b>Information to be Published</b>  | <b>How the information can be Obtained</b>  | <b>Cost</b> |
|---|---|-------------|
| <p><b>Class 1 – Who we are and what we do</b></p> <p>West Horsley Parish Council comprises of nine councillors, one of whom is elected as the council chairman by the members and chairs the council meetings, and a parish clerk.</p> <p>The chairman and councillors can all be contacted through the parish clerk (details at the foot of this document) and via their telephone numbers which are displayed on the parish council website Please feel free to send a letter, an email or ring (or leave a message on the answerphone).</p>  | <p>Contact information is to be found on page 5 of this document or on the parish council website</p> | <p>None</p> |
| <p>The Council has a number of Task Groups and Representatives. These bring information and recommendations, specific to their subjects, to a full Council Meeting where decisions are taken by the full Council. Details of the Task Groups and Representatives can be found on the Parish Council website at <a href="https://www.westhorsley.info/about-us/contact/">https://www.westhorsley.info/about-us/contact/</a>.</p> <p>The composition of these groups and Representatives are agreed each year at the May Annual Meeting and the details updated on our website in June. The information will also be available in the Parish Council minutes for the May meeting each year.</p> | <p>Parish Council website (contact us page and minutes page)</p>                                      | <p>None</p> |
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit is available for the previous and current financial year, as follows:</p>  |   |             |

|   |  |                                   |
|---|--|-----------------------------------|
| <p>Annual return and report by the auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members' allowances and expenses</p>  | <p>Electronic &amp; available on WHVH noticeboard at the appropriate point in the year</p> <p>Hardcopy &amp; electronic</p> <p>Hardcopy &amp; electronic</p> <p>Available on our website under Transparency / Hardcopy</p> <p>Meeting minutes (Hardcopy / Website)</p> <p>Hardcopy &amp; electronic (if applicable)</p> <p>Meeting minutes (website)</p> | <p>See scale of charges below</p> |
| <p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Parish Plan (current year available as launched in January 2009)</p> <p>Parish Priorities (current and previous year)</p> <p>Annual Report to the Parish Assembly (current and previous year)</p> <p>Quality Status</p> <p>Local Charters</p>   | <p>N/A</p> <p>N/A</p> <p>Annual Parish Meeting Minutes available on our website under Archive</p> <p>Not applicable to this council</p> <p>Not applicable to this council</p>  | <p>See scale of charges below</p> |
| <p><b>Class 4 – How we make decisions current and previous council year</b></p> <p>Timetable of council and parish meetings (current and previous year)</p> <p>Agendas of meeting (current and previous year)</p> <p>Minutes of meetings (current and previous year)</p> <p>Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting)</p> | <p>Hardcopy/website</p> <p>Hardcopy/website</p> <p>Hardcopy/website</p> <p>Hardcopy &amp; electronic</p>   | <p>See scale of charges below</p> |

|  |   |                                   |
|--|---|-----------------------------------|
| <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p> <p>All the above are available for the current and previous year</p>   | <p>Hardcopy &amp; electronic where submitted as email or letter. If submitted online, copy not available</p> <p>Available on GBC &amp; SCC websites</p> <p>Hardcopy &amp; electronic.</p> |                                   |
| <p><b>Class 5 – Our policies and procedures - Current information only</b></p> <p><b>Written protocols, policies and procedures for delivering our services and responsibilities:</b><br/> <del>Procedural Standing Orders</del><br/> <del>Committee and Sub-Committee Terms of Reference</del><br/> <del>Working Group Terms of Reference</del><br/> <del>Delegated authority in respect of officers</del><br/> <del>Code of Conduct</del><br/> <del>Policy Statements</del></p> <p><b>Policies and procedures for the provision of services and about the employment of staff:</b><br/> <del>Internal Policies relating to the delivery of service</del><br/> <del>Equality and Diversity policy</del><br/> <del>Health and Safety policy</del><br/> <del>Recruitment policies (including current vacancies)</del><br/> <del>Policies and procedures for handling requests for information</del><br/> <del>Complaints procedure (including those covering requests for information and operating the publication scheme)</del><br/> <del>Information Security policy</del><br/> <del>Data Protection Policy</del><br/> <del>Document Retention Policy</del><br/> <del>Email &amp; Internal Usage Policy</del><br/> <del>Grievance &amp; Disciplinary Policy</del></p> <p>Schedule of charges (for the provision of hardcopy information) – see below</p> | <p>Policies available on our website under transparency / hard copy</p>   | <p>See scale of charges below</p> |

|  |  |                                   |
|--|--|-----------------------------------|
| <p><b>Class 6 – lists and Registers</b><br/>(Currently maintained lists and registers only)</p> <p>Any publicly available register or list.<br/>Asset Register<br/>Disclosure Log (information that has been provided in response to requests).<br/>Register of members’ interests</p> <p>Register of gifts and hospitality</p> <p>(Note that some lists and registers may only be available for inspection).</p>  | <p>Hardcopy<br/>Website / hardcopy<br/>None currently in place<br/>Hardcopy &amp; available on our website<br/>None currently in place</p>   | <p>See scale of charges below</p> |
| <p><b>Class 7 – The Services we offer</b><br/>(Current Information only)</p> <p>Allotments</p> <p><del>Burial grounds and closed churchyards – N/A</del><br/><del>Community Centre - N/A</del><br/>Village Halls.<br/>Parks, playing fields and recreational facilities.<br/>Seating, litter bins<br/><del>Clocks, memorial and lighting – N/A</del><br/>Bus Shelters<br/><del>Markets – N/A</del><br/><del>Public conveniences – N/A</del><br/><del>Agency Agreements – N/A</del><br/><del>A summary of chargeable services, together with those fees (e.g. burial fees) – N/A</del></p> <p>(Note that some information may only be available for inspection)</p> | <p>Administered by Grace &amp; Flavour</p> <p>We are not a burial authority</p> <p><i>Where applicable, information about the services that we offer is available on our website</i><br/><i>(<a href="http://www.westhorsley.info">www.westhorsley.info</a>) and the West Horsley Village Hall website</i></p> |                                   |
| <p><b>Additional Information</b></p> <p>None at this time.</p>   |  |                                   |

**CONTACT DETAILS:**

Document updated June 2018

West Horsley Parish Council, 95, The Street, West Horsley, Leatherhead, Surrey KT24 6DD

Telephone: 01483 901 905

Email: [clerk@westhorsley.info](mailto:clerk@westhorsley.info)

Website: [www.westhorsley.info](http://www.westhorsley.info)

## SCHEDULE OF CHARGES

| TYPE OF CHARGE  | DESCRIPTION  | BASIS OF CHARGE   |
|---|--|---|
| <b>Charges may be made to West Horsley residents.<br/>Charges will be made to non-residents of West Horsley</b> |  |   |
| Disbursement cost for hard copy information   | Photocopying @ 20p per A4 sheet<br>Postage                             | Ink, paper & time<br>Cost of Royal Mail 2 <sup>nd</sup> class post  |
| Statutory Fees  |  | In accordance with the relevant statutory legislation applicable to the request and in force at the time the request is fulfilled |
| Other   | Downloads from our website / information provided in electronic format | Free  |