

Information available from Albury Parish 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>		
Who's who on the Council and its Committees	Hard copy from Clerk, by e-mail, or Parish Council website	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Clerk, by e-mail, or Parish Council website	FOC
Location of main Council office and accessibility details	Parish Council website, by e-mail or by telephone	FOC
Staffing structure	Hard copy from Clerk, by e-mail, or Parish Council website	FOC
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy from Clerk	Postage
Finalised budget	Hard copy from Clerk or by e-mail	Postage

Precept	Hard copy from Clerk or by e-mail	Postage
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy from Clerk or by e-mail	Postage
Grants given and received	Hard copy from Clerk or by e-mail	Postage
List of current contracts awarded and value of contract	Hard copy from Clerk or by e-mail	Postage
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	In progress – current details from Clerk	FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk, by e-mail, or Parish Council website	Postage
Quality status	Working towards status	FOC
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk, by e-mail, or Parish Council website	Postage

Agendas of meetings (as above)	Hard copy from Clerk, by e-mail, or Parish Council website	Postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk, by e-mail, or Parish Council website	Postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk, by e-mail, or Parish Council website	Postage
Responses to consultation papers	Hard copy from Clerk or by e-mail	Postage
Responses to planning applications	Hard copy from Clerk or by e-mail	Postage
Bye-laws	Hard copy from Clerk or by e-mail	Postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 from Clerk or by e-mail	Postage
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	Hard copy from Clerk or by	

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 operating the publication scheme)	e-mail	
Information security policy	Hard copy from Clerk or by e-mail	Postage
Records management policies (records retention, destruction and archive)	Hard copy from Clerk or by e-mail	Postage
Data protection policies	Hard copy from Clerk or by e-mail	Postage
Schedule of charges (for the publication of information)	Hard copy from Clerk or by e-mail	Postage
Class 6 – Lists and Registers		
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)	Not applicable	
Assets Register	Hard copy from Clerk or by e-mail	Postage
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)	Not applicable at present	
Register of members' interests	Hard copy available for inspection from Clerk	FOC
Register of gifts and hospitality	Hard copy available for inspection from Clerk	FOC
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		

Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Hard copy from Clerk or by e-mail or parish council web site	Postage
Parks, playing fields and recreational facilities	Hard copy from Clerk or by e-mail or parish council web site	Postage
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk, or by e-mail	Postage
Bus shelters	Hard copy from Clerk, or by e-mail	Postage
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Recorded delivery/registered post	Actual cost of Royal Mail charge
Statutory Fee		In accordance with the relevant legislation
Other		

ALBURY PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	7 completed audit years	Audit
▪ Bank paying-in books	4 completed audit years	Audit
▪ Cheque book stubs	4 completed audit years	Audit
▪ Quotations and tenders	12 years/indefinite	Statute of Limitations
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Statute of Limitations
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations

▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Statute of Limitations
For Halls, Centre, Recreation Grounds		
▪ application to hire ▪ lettings diaries ▪ copies of bills to hires ▪ record of tickets issued	6 years	VAT