



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

Freedom of Information Act – Publication Scheme

Last Updated: May 2024

<i>Information to be published</i>	<i>How the information can be obtained – hard copy and/or website</i>
<i>Class 1 – Who we are</i>	
<i>ALBURY PARISH COUNCIL</i>	From the Clerk or website
<i>Who's on the Council and its Committees</i>	From the Clerk or website
<i>Contact details for the Parish Clerk and Council members</i>	From the Clerk or website
<i>Class 2 – What we spend and how we spend it</i>	
<i>Current and previous financial year</i>	Hard copies from the Clerk
<i>Annual return form and report by Auditor</i>	From the Clerk or website
<i>Finalised Budget</i>	From the Clerk or website
<i>Precept</i>	From the Clerk or website
<i>Financial Standing Orders and Regulations</i>	From the Clerk or website
<i>Grants given and received</i>	Hard copies from the Clerk
<i>List of current contracts awarded and the value of contract</i>	Hard copies from the Clerk
<i>Member's allowances and expenses</i>	From the Clerk or website
<i>Class 3 – What our priorities are and how we are doing</i>	

<i>Annual Report to Parish</i>	Hard copies from the Clerk
<i>Class 4 – How we make decisions</i>	
<i>Timetable of meetings</i>	Hard copy from the Clerk
<i>Agendas of meetings</i>	From the Clerk or website
<i>Minutes of meetings</i>	From the Clerk or website
<i>Reports presented to council meetings</i>	From the Clerk or website
<i>Responses to consultation papers</i>	From the Clerk or website
<i>Responses to planning applications</i>	From the Clerk or website
<i>Class 5 – our policies and procedures</i>	
<i>Policies and procedures for the conduct of business</i>	From the Clerk or website
- <i>Procedural standing orders</i>	
- <i>Committee and sub-committee terms of reference</i>	
- <i>Delegated authority in respect of officers</i>	
- <i>Code of Conduct</i>	
<i>Policies and procedures for the provision of services and about the employment of staff</i>	From the Clerk or website
- <i>Internal policies relating to the delivery of services</i>	
- <i>Equality and diversity policy</i>	
- <i>Policies and procedures for handling requests for information</i>	
- <i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>	
<i>Information security policy</i>	From the Clerk or website
<i>Records management policies (records retention, destruction, and archive)</i>	From the Clerk or website
<i>Data protection policies</i>	From the Clerk or website
<i>Schedule of charges (for the publication of information)</i>	From the Clerk or website
<i>Class 6 – Lists and Registers</i>	

<i>Any publicly available register of list</i>	Available for inspection at the Clerk's office
<i>Assets Register</i>	Available for inspection at the Clerk's office
<i>Register of members interest</i>	From the Clerk or website
<i>Register of gifts and hospitality</i>	From the Clerk or website
<i>Class 7 – The services we offer</i>	
<i>Allotments</i>	From the Clerk or website
<i>Community centres and village halls</i>	From the Clerk or website
<i>Parks, playing fields, and recreational facilities</i>	From the Clerk or website
<i>Seating, litter bins, clocks, memorials, and lighting</i>	From the Clerk or website
<i>Summary of services for which the council is entitled the recover a fee, together with those fees</i>	From the Clerk or website

Contact details:

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

The Parish Clerk

1 Mint Cottages

Park Road

Banstead

Surrey

SM7 3DS

07856010600

Email: clerk@alburyparishcouncil.gov.uk

<i>TYPE OF CHARGE</i>	DESCRIPTION	BASIS OF CHARGE
<i>Disbursement cost</i>	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 nd class
	Website	Free of charge