



Freedom of Information Policy – Publication Scheme
Information available from
Claygate Parish Council

Under the Freedom of Information Policy, it is the duty of every public authority to adopt and maintain a publication scheme. The publication scheme provides a list of all the information the Council will make routinely available, explain how it can be accessed (either via the Parish Council website or hard copy) and whether or not a charge will be made for it.

Classes of Information

The information held by Claygate Parish Council has been recorded under the following classes of information:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our policies and procedures
- Class 6 Lists and registers
- Class 7 The services we offer

Website

Some information is routinely available from the Parish Council's website at no charge. The Parish Council's website can be found at: www.claygateparishcouncil.gov.uk. A copy of this publication scheme is also available on the Parish Council website.

Charges for Information Published under this Scheme

Information available through this Council's publication scheme should be readily available at minimum cost to the public. In most cases charges will be made on the basis of cost recovery. Charges may be made for actual disbursements (e.g., photocopying and postage) and information that the Council is legally authorised to charge for: -

- Anyone requesting information will be notified of any charge before the information is provided.
- Payment will be requested before the information is supplied.
- A schedule of charges is appended to this document.

FOI requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

Availability of Datasets

Once a dataset is disclosed following an FOI request, Claygate Parish Council will make that dataset more widely available and any updated version of that dataset by inclusion on our website. All datasets published in this way will be in a format capable of re-use wherever possible, i.e., not in a PDF format. For datasets

which do not contain copyright material the usual FOI charging provisions will apply as set out in this Publication Scheme – i.e., the Council will only be able to charge photocopying, postage and any disbursements. However, if datasets are published which contain copyright material, the Council may exercise any power it has under other enactments to charge a fee in connection with making the relevant copyright work available for re use. This only covers re use and not access to the information.

The list of information published by the Parish Council, and how that information may be obtained can be found below. Most of our public documents are available to access in several ways.

Hard copy

Where a document is available in hard copy, please contact the Parish Council Office. There may be a small charge for providing copies of documents.

Inspection at Claygate Parish Council

All documents are available to view at Claygate Parish Council Office, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP. Please call ahead for availability or to make an appointment 01372 467000.

Website

Many documents are available online at www.claygateparishcouncil.gov.uk.

Electronic copy (E-copy)

Electronic copies are available from the Clerk to the Council. Please email: clerk@claygateparishcouncil.gov.uk

Parish Council noticeboards

Agendas, notification of electors' rights to view the Parish Council's accounts, and other important information are disseminated on the Parish Council's noticeboards outside Boots on Hare Lane and outside Claygate Village Hall on Church Road.

Newsletter

Parish Council information such as members and contact details are published on the newsletter and delivered to every accessible household and business. This list is not definitive.

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>Who's who on the Council and its Committees</p>	<ol style="list-style-type: none"> 1. Website 2. Notice boards 3. Newsletter (Courier) 4. Hardcopy 	<p>Free</p> <p>Free</p> <p>Free</p> <p>15p per page</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1-4 as above	Free
Location of main Council office and accessibility details	1-4 as above	Free
Staffing structure	1-4 as above	Free
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		
Annual return form and report by auditor	1. Website 2. Notice boards 3. Hardcopy	Free Free 15p per page
Finalised budget	1. Website 2. Newsletter (Courier) 3. Hardcopy 4. E-copy	Free Free 15p per page Free
Precept	1. Website 2. Newsletter (Courier) 3. Hardcopy	Free Free 15p per page
Previous Year's Accounts	1. Website 2. Hardcopy 3.E-copy	Free 15p per page Free
Financial Standing Orders and Regulations	1. Website 2. Hardcopy	Free 15p per page
Grants given and received	1. Website 2. Hardcopy 3.E-copy	Free 15p per page Free
List of current contracts awarded and value of contracts	1. Hard Copy	15p per page

	2. E-copy	Free
Members' allowances and expenses	Chairman's Allowance included in finalised budget which is on website (No other allowances paid.)	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Design Statement	1. Website 2. Hardcopy	Free 15p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1. Website 2. Hardcopy	Free 15p per page
Local charters drawn up in accordance with DCLG guidelines -Parish Charter with EBC	1. Hardcopy 2. E-copy	15p per page Free

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)	1. Website 2. Noticeboards 3. Hardcopy	Free Free 15p per page
Agendas of meetings	1. Website 2. Noticeboards 3. Hardcopy	Free Free 15p per page
Minutes of meetings	1. Website 2. Noticeboards 3. Hardcopy	Free Free 15p per page
Reports presented to Council meetings	1. Website 2. Noticeboards 3. Hardcopy	Free Free 15p per page

Responses to consultation papers	<ol style="list-style-type: none"> 1. Website (post Sept 2021) 2. Hardcopy 3. E-Copy 	<p>Free</p> <p>15p per page</p> <p>Free</p>
Responses to planning applications	<ol style="list-style-type: none"> 1. EBC website 2. CPC website 3. Hardcopy 	<p>Free</p> <p>Free</p> <p>15p per page</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and subcommittee terms of reference Code of Conduct Policy statements	<ol style="list-style-type: none"> 1. Website 2. Hard copy 	<p>Free</p> <p>15p per page</p>
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: - Health & Safety policy Policy for handling requests for Freedom of Information Schedule for charges for publication of information Complaint's procedures Bullying and Harassment policy Risks Management policy Documentation Retention policy Data protection policy CIL Policy and Guidance Grants Policy and Guidance Media and Communications Policy	<ol style="list-style-type: none"> 1. Website 2. Hard copy 	<p>Free</p> <p>15p per page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Assets Register	<ol style="list-style-type: none"> 1. Website 2. Inspection at Council office by appointment 	<p>Free</p> <p>Free</p>

	3. Hardcopy	15p per page
Register of members' interests	1. Website 2. Inspection at Council office by appointment 3. Hardcopy	Free Free 15p per page
Register of gifts and hospitality	Inspection at Council office by appointment	Free
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		
Bus shelters	1. Inspection at Council office by appointment 2. Hardcopy	Free 15p per page

Contact details:
PARISH CLERK
CLAYGATE PARISH COUNCIL
CLAYGATE VILLAGE HALL
CHURCH ROAD, CLAYGATE
SURREY KT10 0JP
clerk@claygateparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost + contribution to overheads.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other		