

Information available from SHERE PARISH COUNCIL under the model publication scheme – adopted by Shere Parish Council 27th November 2008

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Shere Parish Council Tanyard Hall, 30 Station Road, Gomshall, Guildford, Surrey. GU5 9LF 01483 203431E-mail: Clerk2009@ShereParishCouncil.gov.uk Web site: www.ShereParishCouncil.gov.uk Parish Clerk: Mrs Lesley Childs E-mail: Clerk2009@ShereParishCouncil.gov.uk 13 Councillors elected every four years	Hard copy Web site	10p per sheet f.o.c.
Who's who on the Council and its Committees	Hard copy Web site	10p per sheet f.o.c.
Contact details for Parish Clerk and Council members	Hard copy Web site	10p per sheet f.o.c.
Location of main Council office and accessibility details	Hard copy Web site Newsletters	10p per sheet f.o.c free
Staffing structure	Hard copy	10p per sheet

Class 2 – What we spend and how we spend it (Current & previous financial year)		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter – if applicable (None at present)	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan (when drawn up probably end 2010)	Hard copy Web site	f.o.c. f.o.c.
Annual Report to Parish meeting	Hard copy/web/newsletter	f.o.c.
Quality status	Hard copy	f.o.c.
Local charters drawn up in accordance with DCLG guidelines (none at present)	N/A	N/A
Class 4 – How we make decisions (Current and previous Council year)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	10p per sheet f.o.c.
Agendas of meetings (as above)	Hard copy Web site	10p per sheet f.o.c.

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Web site	10p per sheet f.o.c.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy Website – Planning C'mtee Minutes	10p per sheet
Bye-laws (none at present)	Hard copy	10p per sheet
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	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to delivery of services Equality and diversity policy Health and safety policy Grievance and Disciplinary policy Training policy	Hard copy	10p per sheet

Recruitment policy (including current vacancies if any) Complaints procedures (including those covering requests for information and operating the publication scheme) Policies and procedures for handling requests for information Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy Web site	10p per sheet f.o.c.
Schedule of charges (for the publication of information)	Hard copy Web site	10p per sheet f.o.c.
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Available for inspection	
Assets Register	Available for inspection	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	
Disclosure log (indicating information provided in response to requests)		
Class 7 – The services we offer		
Allotments (none at present)	Not applicable	
Burial grounds and closed churchyards (none at present)	Not applicable	
Community centres and village halls (Tanyard Hall, Gomshall only)	Hard copy booking form	f.o.c.
Parks, playing fields and recreational facilities – no booking required	Available for inspection	
Seating, litter bins, memorials (clocks & lighting – none)	Available for inspection	
Bus shelters	Available for inspection	
Newsletters	Hard copy – f.o.c. Website	f.o.c. f.o.c.
Public Conveniences	Information available from Council office	f.o.c.
Markets – none at present	Not applicable	N/A
A summary of services for which the council is entitled to recover a fee, together	Not applicable	N/A

with those fees (e.g. burial fees) – none at present		
Agency Agreements – none at present	Not applicable	N/A

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the current legislation
Other		