

Information available from Headley Parish Council under the Freedom of Information - model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do:-		
Who's who on the Council and its Committees:	<p>Chairman: David Preedy: 01372 361151</p> <p>Vice-Chairman: Erin Sheridan</p> <p>Other Councillors: , Paul Furr, Jon Laverty, Suzanne Lewis, Jane Pickard, Vivienne Williams</p>	
Contact details for Parish Clerk and Council members:	<p>Clerk: Anne Leguen de Lacroix Badgers Run Church Lane, Headley Tel: 01372 363757</p> <p>Councillors details: on website</p>	
Location of main Council office and accessibility details	The Clerk's address	
Staffing structure	1 Clerk/Responsible Financial Officer	
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)		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Financial Standing Orders and Regulations	Website	
List of current contracts awarded and value of contract	Parish Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing:-		
Parish Plan	Parish Clerk & website	10p/sheet
Annual Report to Village Meeting	Parish Clerk	10p/sheet
Class 4 – How we make decisions:-		
Timetable of meetings	Monthly (except April, August & December). Details on website, in newsletter and from Parish Clerk	

Agendas of meetings	Website & noticeboard	
Minutes of meetings	Website and Parish Clerk	10p/sheet
Reports presented to Council meetings – (excluding information that is properly regarded as private to the meeting)	Parish Clerk	10p/sheet
Responses to consultation papers	As above	10p/sheet
Responses to planning applications	Parish Clerk, website & MVDC website	10p/sheet
Class 5 – Our policies and procedures:-		
Policies and procedures for the conduct of Council business: Procedural standing orders Code of Conduct	Website & Parish Clerk As above Website, Parish Clerk & MVDC	10p/sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and Safety policy Child protection policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Parish Clerk As above As above Advertised locally, and via Surrey ALC Parish Clerk	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Chairman, Parish Clerk & website	10p/sheet
Information security policy	Digital – password protected	
Records management policies (records retention, destruction and archive)	Parish Clerk & website	10p/sheet
Data protection policies	Website	
Schedule of charges (for the publication of information)	Parish Clerk	10p/sheet
Class 6 – Lists and Registers:-		
Any publicly available register or list:	Parish Clerk	10p/sheet
Asset Register	Parish Clerk	10p/sheet
Register of members' interests	Website, Parish Clerk & MVDC	10p/sheet
Register of gifts and hospitality	Parish Clerk	10p/sheet
Class 7 – The services we offer:-		
Children's playground	Website, Parish Clerk	
Additional Information:-		
Newsletter	Delivered to every property 3 times per year & on website	

SCHEDULE OF CHARGES:-

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

Contact details:-

Anne Leguen de Lacroix – Parish Clerk

**Badgers Run
Church Lane
KT18 6LD**

Tel: 01372 363757

Email: clerk@headley-pc.gov.uk

Where documents cannot be obtained via the website, these are available from the Parish Clerk @10p per sheet