



Cranleigh Parish Council

**Information available from Cranleigh Parish Council under the model publication scheme**

**The Parish Council Offices are open from Monday to Friday between 9.30am and 12.30pm.**

**Cranleigh Parish Council Website address is [www.cranleighpc.org](http://www.cranleighpc.org).**

**Agendas are displayed on the Parish Notice Board at the rear of the Village Hall and on the Parish Council Office door and Minutes are available at the Library. The quarterly newsletter is available from the Parish Council Offices, Locality Office, Library and Arts Centre.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Newsletters –contact Office Hard copies by photocopy – contact office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletters – contact Office Hard copies by photocopy - contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Location of main Council office and accessibility details	Website Newsletters – contact Office Parish Notice Board – rear of Village Hall Cranleigh Guide	FOC FOC FOC FOC
Staffing structure	Inspection of information at PC Offices	FOC

<b>Class 2 – What we spend and how we spend it</b> (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	Parish Notice Board Hard copies by photocopy – contact Office  Inspection of information at PC Offices	FOC 10p per sheet FOC
Finalised budget	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Precept	Website (minutes) Newsletters–contact Office Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Borrowing Approval letter	Not applicable however if it were:- Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Financial Standing Orders and Regulations	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Grants given and received	Website (minutes) Newsletters–contact Office Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
List of current contracts awarded and value of contract	Inspection of information at PC Offices	FOC
Members’ allowances and expenses	Inspection of information at PC Offices	FOC
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum) Aims and Objectives	Website (minutes) Inspection of information at PC Offices	FOC FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minutes) Newsletter –contact Office Inspection of information at PC Offices	FOC FOC FOC
Quality status	Website (minutes) Newsletter –contact Office Inspection of information at PC Offices	FOC FOC FOC
Local charters drawn up in accordance with DCLG guidelines	Not applicable however if it were:- Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
<b>Class 4 – How we make decisions</b> (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)	Website (Calendar of meetings) Newsletters–contact Office Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Agendas of meetings (as above)	Website Parish Notice Board/ Office Door  Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC FOC  10p per sheet FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC 10p per sheet FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Responses to consultation papers	Website (Minutes) Hard copies by photocopy –contact Office Inspection of information at PC	FOC 10p per sheet FOC

	Offices	
Responses to planning applications	Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC 10p per sheet FOC
Bye-laws	Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC 10p per sheet FOC
<b>Class 5 – Our policies and procedures</b> (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 copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
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 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)	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Information security policy	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Records management policies (records retention, destruction and archive)	Hard copies by photocopy –contact Office Inspection of information at PC Offices	10p per sheet FOC
Data protection policies	Hard copies by photocopy –contact Office	10p per sheet

	Inspection of information at PC Offices	FOC
Schedule of charges (for the publication of information)	Website Village Hall and Cemetery Hard copies by photocopy –contact Office Inspection of information at PC Offices	FOC 10p per sheet FOC
<b>Class 6 – Lists and Registers</b>		
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)	Inspection of information at PC Offices	FOC
Assets Register	Inspection of information at PC Offices	FOC
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)	Inspection of information at PC Offices	FOC
Register of members' interests	Inspection of information at PC Offices Declaration of Interests also at Waverley Borough Council.	FOC WBC fees may apply.
Register of gifts and hospitality	Inspection of information at PC Offices Also at Waverley Borough Council.	FOC WBC fees may apply.
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Burial grounds and closed churchyards	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC

Community centres and village halls	Website Newsletters–contact Office Inspection of information at PC Offices Cranleigh Guide, local magazines	FOC FOC FOC FOC
Parks, playing fields and recreational facilities	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Seating, litter bins, clocks, memorials and lighting	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Bus shelters	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Markets	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Public conveniences	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Agency agreements	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Inspection of information at PC Offices	FOC FOC
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>No additional information</b>		

**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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		None

\* the actual cost incurred by the public authority