Information available from Chelsham and Farleigh Parish Council

(under the model publication scheme)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy, noticeboard or website)	Nil
Who's who on the Council and its Committees	The Clerk / website	Nil
Contact details for Parish Clerk and Council members	The Clerk / website	Nil
Location of main Council office and accessibility details	The Clerk / website	Nil
Staffing structure	The Clerk / website	Nil
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or website)	
Annual Return form and report by auditor	The Clerk / website	See schedule below
Finalised budget	The Clerk / website	See schedule below
Precept	The Clerk	Nil

Borrowing Approval letter	Not applicable	
Financial Regulations	The Clerk / website	See schedule below
Grants given and received	The Clerk	Nil
List of current contracts awarded and value of contract	The Clerk	Nil
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk	Nil
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee and parish meetings)	Clerk / website / noticeboard	Nil
Agendas of meetings (as above)	Clerk / website / noticeboard	Nil
Minutes of meetings (as above)	Clerk / website	See schedule below
Reports presented to council meetings	The Clerk	See schedule below
Responses to consultation papers	The Clerk	See schedule below
Responses to planning applications	The Clerk	Nil
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 The Clerk / website The Clerk / website The Clerk The Clerk / website The Clerk	 See schedule below See schedule below See schedule below See schedule below See schedule below
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	 N/A The Clerk The Clerk N/A The Clerk The Clerk / website	 See schedule below See schedule below See schedule below See schedule below
Information security policy	The Clerk	See schedule below
Records management policies (records retention, destruction, archive)	The Clerk	See schedule below
Data protection policies	The Clerk	See schedule below
Schedule of charges (for publication of information)	The Clerk	See schedule below
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available	

	by inspection)	
Any publicly available register or list (in most circumstances existing access provisions will suffice)	N/A	
Assets register	The Clerk	See Schedule below
Disclosure log (indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice but may not be held by parish councils)	N/A	
Register of members' interests	The Clerk / website	
Register of gifts and hospitality	The Clerk	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	The Clerk	See schedule below
Bus shelters	The Clerk	See schedule below
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee and details of those fees (e.g., burial fees)	N/A	

Contact details:
The Clerk, 33 Alexandra Road, Warlingham CR6 9DW
Telephone: 01883 624532
Email: clerk@chelshamandfarleigh-pc.gov.uk

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the Freedom of Information Act section 21

*the actual cost incurred by the public authority