

Information available from Wonersh Parish Council

| Information to be published | How the information can be obtained | Cost |
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| <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> | | |
| Who's who on the Council and its Committees | Hard copy from Clerk, by e-mail, or Parish Council website | FOC |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) | Hard copy from Clerk, by e-mail, or Parish Council website | FOC |
| Location of main Council office and accessibility details | Parish Council website, by e-mail or by telephone | FOC |
| Staffing structure | Hard copy from Clerk, by e-mail, or Parish Council website | FOC |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | | |
| Annual return form and reports by auditors | Hard copy from Clerk or by email | Postage |
| Finalised budget | Hard copy from Clerk or by e-mail | Postage |

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| Precept | Hard copy from Clerk or by e-mail | Postage |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Hard copy from Clerk or by e-mail | Postage |
| Grants given and received | Hard copy from Clerk or by e-mail | Postage |
| List of current contracts awarded and value of contract | Hard copy from Clerk or by e-mail | Postage |
| Members' allowances and expenses | Not applicable | |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | In progress – current details from Clerk | FOC |
| Report to Annual Parish Assembly (available from 1895) | Hard copy from Clerk, by e-mail, or Parish Council website | Postage |
| Quality status | Working towards status | FOC |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, Committees and Parish Assemblies) | Hard copy from Clerk, by e-mail, or Parish Council website | Postage |

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| Agendas of meetings (as above) | Hard copy from Clerk, by e-mail, or Parish Council website | Postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from Clerk, by e-mail, or Parish Council website | Postage |
| Reports presented to meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from Clerk, by e-mail, or Parish Council website | Postage |
| Responses to consultation papers | Hard copy from Clerk or by e-mail | Postage |
| Responses to planning applications | Hard copy from Clerk or by e-mail | Postage |
| Bye-laws | Hard copy from Clerk or by e-mail | Postage |

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| 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 terms of reference Code of Conduct Policy statements | Hard copy from Clerk or by e-mail | Postage |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy from Clerk or by e-mail | |

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| Information security policy | Hard copy from Clerk or by e-mail | Postage |
| Records management policies (records retention, destruction and archive) | Hard copy from Clerk or by e-mail | Postage |
| Data protection policies | Hard copy from Clerk or by e-mail | Postage |
| Schedule of charges (for the publication of information) | Hard copy from Clerk or by e-mail | Postage |

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| Class 6 – Lists and Registers | | |
| 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) | Not applicable | |
| Assets Register | Hard copy from Clerk or by e-mail | Postage |
| 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) | Not applicable at present | |
| Register of Members' interests | Available for inspection at the Parish Office or on the Council website | FOC |
| Register of gifts and hospitality | Available for inspection at the Parish Office or on the Council website | FOC |

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| 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 | | |
| Allotments | Hard copy from Clerk or by e-mail | |
| Burial grounds and closed churchyards | Not applicable | |

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| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Hard copy from Clerk or by e-mail or parish council web site | Postage |
| Seating, litter bins, clocks, memorials and lighting | Hard copy from Clerk, or by e-mail | Postage |
| Bus shelters | Hard copy from Clerk, or by e-mail | Postage |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |

Contact details:

Mr Kevin Garvey
Clerk to the Council
The Parish Office
Wonersh Sports Pavilion
The Common
Wonersh
GU5 0PJ

Tel: 01483 892601

Email: clerk@wonershparish.org

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ 5p per sheet (black & white) | Actual cost |
| | Photocopying @ 10p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | Recorded delivery/registered post | Actual cost of Royal Mail charge |
| Statutory Fee | | In accordance with the relevant legislation |

RETENTION OF DOCUMENTS POLICY

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON |
|---|--|------------------|
| ▪ Minutes of Council & Committee meetings | Indefinite | Archive |
| ▪ Receipt and payment account schedules (as part of the Minutes) | Indefinite | Archive |
| ▪ Title deeds, leases, agreements, contracts | Indefinite | Archive |
| ▪ Insurance certificates | 40 years from date on which insurance commenced or was renewed | Management |
| ▪ Payment and Receipt vouchers | 10 years | Management/Audit |
| ▪ Bank statements | 10 years | Management/Audit |
| ▪ Insurance policies | 6 years | Management |
| ▪ VAT records | 6 years | VAT |
| ▪ Scales of fees and charges | 6 years | Management |
| ▪ Planning related papers and correspondence (using discretion if the subject is an ongoing or contentious issue) | 6 years | Management |
| ▪ General correspondence (using discretion if the subject is an ongoing or contentious issue) | 6 years | Management |
| ▪ Bank paying-in books | 2 completed audit years | Audit |
| ▪ Cheque book stubs | 2 completed audit years | Audit |
| ▪ Employee timesheets | Last completed audit year | Management/Audit |