

# Ash Parish Council



## Publication Policy.

Ash Centre  
Ash Hill Road  
Ash  
Surrey  
GU12 5DP

Tel: 01252 328287

Fax: 01252 319338

E-mail: [office@ashpcsurrey.gov.uk](mailto:office@ashpcsurrey.gov.uk)

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# Information available from Ash Parish Council under the Publication Scheme

This guidance gives examples of the kinds of information that Ash Parish Council provides in order to meet its commitments under the Freedom of Information publication scheme.

We would always expect to make information available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we must publish it in an electronic form that is capable of re-use.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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	Website	Free
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website	Free

Parish Plan (current and previous year as a minimum)	Website	Free
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.	On request from the Parish office.	Free
Policies and procedures for the conduct of council business: Standing Orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On request from the Parish office.	Free

Information to be published	How the information can be obtained	Cost
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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	On request from the Parish office.	Free
Information security policy	On request from the Parish office.	Free
Records management policies (records retention, destruction and archive)	On request from the Parish office.	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Free	Free
<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)	Not Applicable	
Asset register	On request from the Parish office.	Free
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	
Register of members' interests	Website	Free
Register of gifts and hospitality	On request from the Parish	Free

	office.	
Information to be published	How the information can be obtained	Cost
<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	Website	Free
Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins and War memorial	Website	Free
Street Lighting, CCTV and Bus shelters	Website	Free
Events	Website	Free
Public conveniences	Website	Free
Newsletters		
Services for which the council is entitled to recover a fee, together with those fees (e.g. Ash Centre bookings, events and burial and memorial fees)	Website	Free
<b>Class 8 - Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Directory of contact details for local groups and organisations	Website	Free

**Contact details:** [office@ashpcsurrey.gov.uk](mailto:office@ashpcsurrey.gov.uk) 01252 328287

Clerk to the Council, Ash Parish Council, Ash Centre, Ash Hill Road, Ash, Surrey GU12 5DP



## 1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. 1.2 The Council will comply with the requirements of the act, and in particular will:

- • Make as much information as possible available via the publication scheme
  - • Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
  - • Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), the Council will:
    - Advise you why, and give an estimated date by which the information will be provided, and
    - Provide as much of the information as possible within the earlier timescale
  - • Apply exemptions appropriately and consistently
    - • Ensure that any fees charged are calculated appropriately and consistently
- 1.3 A large amount of information is freely available on the Council's website, which can be found at <https://worplesdon-pc.gov.uk/>

- 1.4 If you are unable to find the information you are looking for, you can request the information directly from the Council.

- 1.5 The preferred method for requesting information from the Council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

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## 2. How to make a request

**Clerk to the Council, Worplesdon Parish Council, Ground Floor, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX**

Or via email [clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)