

FREEDOM OF INFORMATION ACT 2000

Information available from Buckland Parish Council under the model publication scheme (Update to be considered for adoption 14th May 2018)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website: www.bucklandsurrey.net Hard copy – contact Clerk Email attachment – contact Clerk	Free Refer to p6 : Fees Free
Contact details for Parish Clerk and Council members	Website: www.bucklandsurrey.net Notice Boards (2) Parish Magazine Email: bucklandpc@sheenaboyce.co.uk	Free Free Free Free
Location of main Council office and accessibility details	No Parish Office. Parish Clerk is employed part-time and works from home. Written requests should be posted to Hill View, Old Road, Buckland, Betchworth, Surrey RH3 7DU.	
Staffing structure	Not applicable as Clerk is sole employee.	

Information to be published	How the information can be obtained	Cost
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: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Finalised budget	Hard copy – contact Clerk Email attachment – contact Clerk	Refer to p6 : Fees Free
Precept	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Borrowing Approval letter	Not currently applicable.	-
Financial Regulations	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Grants given and received	Email attachment – contact Clerk Hard copy – contact Clerk	Free Refer to p6 : Fees
List of current contracts awarded and value of contract	Email attachment – contact Clerk Hard copy – contact Clerk	Free Refer to p6 : Fees
Councillors' expenses (no allowances)	Email attachment – contact Clerk Hard copy – contact Clerk	Free Refer to p6 : Fees

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Pond and Green Management Plan 2016 - 2021	Email attachment – contact Clerk Hard copy – contact Clerk	Free Refer to p6 : Fees
Annual Report to Parish Meeting	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Internal Auditor's Report	Email attachment – contact Clerk Hard copy – contact Clerk	Free Refer to p6 : Fees
Quality status	Not currently applicable.	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Agendas for meetings	Website: www.bucklandsurrey.net Parish Council notice boards (2) Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Minutes of meetings – note: minutes will exclude information that is properly regarded as private to the meeting.	Website: www.bucklandsurrey.net Parish Council notice board (1) Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Reports presented to council meetings – note: reports will exclude information that is properly regarded as private to the meeting.	Email attachment – contact Clerk Hard copy – contact Clerk	Refer to p6 : Fees Free
Responses to consultations and planning applications submitted to Surrey County Council (SCC). [* SCC passes responses to planning applications to be published on the MVDC website]	SCC Website * Email attachment – contact Clerk Hard copy – contact Clerk	Refer to p6 : Fees Free
Responses to consultations and planning applications submitted to Planning Authority - Mole Valley District Council (MVDC)	MVDC Website Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Bye-laws	Not currently applicable	-

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
A Policies and procedures for the conduct of council business		
Standing Orders & Financial Regulations	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Committee terms of reference and delegated authority to officers (details included within minutes of Annual Meeting held each May)		
Code of Conduct and Arrangements for dealing with a complaint relating to a Member’s Code of Conduct		
Policy and Procedure statements relating to: Data Protection, Information Technology, Use of Emails and the Internet, Documents and Records, Communications and Engagement, Health and Safety and Signs and Road Markings		
B Policies and procedures for the provision of services and about the employment of staff:		
Policies and procedures for handling requests for information, complaints procedure, management of unreasonable complainant behaviour	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Equality, Training and Development, Lone worker		
Disciplinary and Grievance, Bullying and Harassment (Dignity at Work)		
C Schedule of charges (for the publication of information)	See page 6	

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website: www.bucklandsurrey.net Email attachment – contact Clerk Hard copy – contact Clerk	Free Free Refer to p6 : Fees
Register of members’ interests	Link on www.bucklandsurrey.net to relevant page of Mole Valley District Council website Hard copy – contact Clerk	Free Refer to p6 : Fees
Register of gifts and hospitality	Hard copy – contact Clerk Email attachment – contact Clerk	Refer to p6 : Fees Free

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public and businesses).	(hard copy or website; some information may only be available by inspection).	
Village Green and Pond	Website: www.bucklandsurrey.net Hard copy – contact Clerk	Free Refer to p6 : Fees
Village War Memorial	Hard copy – contact Clerk Email – contact the Clerk	Refer to p6 : Fees Free
Village Memorial Sign		
Village Notice Boards (2)		
Villages seats and benches		
Village Grit Bins		
Village Flagpole		
Village Map		
Floodlighting to the Church		
Parish Updates (emailed free to residents who sign up to an email group)	Email – contact the Clerk Parish Council Notice Boards (2)	Free Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black on white) @ 20p per side of A4 sheet.	Reflects local third party quoted cost.
	Colour photocopying – any requests for colour printing will be outsourced as it is not economic for Council to undertake substantive colour printing.	Actual cost quoted by local external service provider and to be paid in advance. Indicative cost as at March 2017 £1 plus VAT per side of A4 sheet. Travelling expenses to collect the colour copies will be re-charged at 45p per mile.
	Postage	Actual cost of Royal Mail standard 2 nd class.
Statutory Fee		In accordance with the relevant legislation
Other Fee	Extraction Fee	Where information requested is not instantly available the Council may, in accordance with the relevant legislation, charge for the cost of Clerical time expended.