



Guide to information.

Information available from Elstead Parish Council under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
<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>Copies of all these documents may be requested in writing or by e-mail to elsteadpc.clerk@gmail.com Electronic copies of most documents are also available.</p> <p>See also website: www.elsteadvillage.co.uk</p>	See costs below
Who's who on the Council and its Committees	Parish Articles in the Village News Parish Council Website Parish Noticeboards	
Contact details for Clerk and Council members	Clerk, Juliet Williams Elstead, Surrey GU8 6DS 07884 490581	
Location of main Council office and accessibility details	There is no council office. The clerk may be contacted via email or by telephone 10am – 3.00pm, Monday-Friday.	
Staffing structure	Parish Clerk	
<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>Copies of all these documents may be requested from the clerk in writing or by e-mail to elsteadpc.clerk@gmail.com Electronic copies of most documents are also available.</p> <p>See also website:</p>	See costs below

Current and previous financial year as a minimum	www.elsteadvillage.co.uk	
Annual return form and report by auditor	Posted on Parish Council Noticeboard. Outcomes are detailed in Council Minutes, which are available on the website	
Finalised budget	Website – in Minutes Copy available in Minute Book	
Precept	Copy available in Minute Book and website	
Borrowing Approval letter	Email or hard copy	
Financial Standing Orders and Regulations	e-mail or hard copy and on website	
Grants given and received	Minute Book	
List of current contracts awarded and value of contract	Available on request from the Clerk; in Minutes	
Members' allowances and expenses	Chairman's and councillors allowance detailed and recorded in Minutes on website and Minute Book	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Copies of all these documents may be requested from the Clerk in writing or by e-mail to elsteadpc.clerk@gmail.com Electronic copies of most documents are also available. See also website: www.elsteadvillage.co.uk	See costs below
Parish Plan (current and previous year as a minimum)	Not applicable but Neighbourhood Plan is in draft and “emerging”	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Copies of all these documents may be requested from the Clerk in writing or by e-mail to elsteadpc.clerk@gmail.com Electronic copies of most documents are also available.	See costs below
Current and previous council		

year as a minimum	See also website: www.elsteadvillage.co.uk	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Calendar available from the Clerk On main PC noticeboard outside Spar	
Agendas of meetings (as above)	Website Calendar available from the Clerk On main PC noticeboard outside Spar Village facebook	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website and Minute Book	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	Minute Book	
Responses to consultation papers	Minute Book	
Responses to planning applications	Minute Book, Parish Council & Borough Council website	
Bye-laws	NA	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
	Copies of all these documents may be requested from the Clerk in writing or by e-mail to elsteadpc.clerk@gmail.com Electronic copies of most documents are also available. See also website: www.elsteadvillage.co.uk	See costs below
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Available from the clerk and the parish council section of the village Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Not yet available	
Information security policy	Hard and remote back up of all electronic records	
Records management policies (records retention, destruction and archive)	Minutes and other records kept in secure cabinet owned by the Parish Council in off-site location Financial records kept for 10 years Planning documents kept for 1 year	
Data protection policies	No data in public domain other than that specified by the Act.	
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Copies of all these documents may be requested from the Clerk in writing or by e-mail. Electronic copies of most documents are also available. Some documents are available for inspection only and may not be copied	See costs below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors (short) Waverley Borough Council	
Assets Register	Available from the Clerk by e-mail	
Disclosure log (indicating the information that has been provided in	Available by inspection	

response to requests)		
Register of members' interests	On website	
Register of gifts and hospitality	Available by inspection or minutes – Apply to 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		
	Copies of all these documents may be requested from the Clerk in writing or by e-mail. Electronic copies of most documents are also available. Some documents are available for inspection only and may not be copied.	See costs below
Allotments	Copy of the agreement set out between EVAA and The Parish Council may be viewed	
Burial grounds and closed churchyards	Woolfords Lane Cemetery	
Community centres and village halls	Owner of Burford Lodge Pavilion and Woolfords Lane Cemetery Building	
Parks, playing fields and recreational facilities	Maintenance of Thursley Road Rec, Jubilee Playground, The Croft Playground, Burford Lodge Rec & Playground, The PC leases land for use as tennis courts to EVTC a copy of the agreement may be requested	
Seating, litter bins, clocks, memorials and lighting	Seating on recreational grounds, Village and Church Greens and Woolfords Lane Cemetery. Litter bins provided and emptied on Council owned land. Noticeboards in Elstead. Elstead War Memorial maint. by the Council Clock by the Spar CCTV – Burford Lodge Details available from the Clerk	
Bus shelters	Not applicable	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which	Burial fees	

the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Tenancy of Backland Field rent Rent from EVTC Rent from EVAA Loan repayment by TRRT (pavilion) Details available from The Clerk	
Additional Information This will provides guidance on information that is not itemised in the lists above		See costs below

Contact details: Juliet Williams, Parish Clerk. (as above)

SCHEDULE OF CHARGES

Information which is published and accessed electronically will be provided free. A small charge may be made for accessing and copying information.

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost at time of copying*
	Postage dependant on weight of package	Actual cost of Royal Mail standard 2 nd class