

Information available from Purley on Thames Parish Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Parish Clerk	Free
Contact details for Parish Clerk and Council members	Website Purley Parish News Hard copy – contact Parish Clerk	Free
Location of main Council office and accessibility details	Purley on Thames Parish Council Parish Office Goosecroft Lane Off Beech Road Purley on Thames, RG8 8DR Location Plan and accessibility details available on website	Free
Staffing structure	Hard copy – contact Parish Clerk	Free
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)	All documents available for inspection at Parish Office – contact Parish Clerk.	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Parish Clerk	10p/sheet
Finalised budget	Hard copy – contact Parish Clerk	Free
Precept	Hard copy – contact Parish Clerk	Free

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Financial Regulations	Hard copy – contact Parish Clerk	Free
Grants given and received	Hard copy – contact Parish Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p/sheet
Members' travel expenses	Hard copy – contact Parish Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	All documents available for inspection at Parish Office – contact Parish Clerk	
Parish Plan	Hard copy – contact Parish Clerk	Free
Annual Report to Parish (current and previous year as a minimum)	Distributed to all residents Website Hard copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	All documents available for inspection at Parish Office – contact Parish Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Parish Clerk	Free
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Signed Minutes available for inspection – contact Parish Clerk Hard copy – contact Parish Clerk	Free Free 10p/ sheet
Reports presented to council meetings - nb this will exclude information	Reports available for inspection at Parish	Free

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that is properly regarded as private to the meeting.	Office – contact Parish Clerk Hard copy – contact Parish Clerk	
Responses to consultation papers	Responses available for inspection at Parish Office – contact Parish clerk Hard copy – contact Parish clerk	Free
Responses to planning applications	Website (minutes) Responses available for inspection at Parish Office – contact Parish clerk Hard copy – contact Parish clerk	Free
Bye-laws	Available for inspection – contact Parish Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All documents available for inspection at Parish Office – contact Parish Clerk	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copies of all documents available for inspection at Parish Office – contact Parish Clerk. Hard copy please contact Parish Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equal Opportunities policy Environmental policy Health and safety policy	Documents available for inspection at Parish Office – contact Parish clerk	Free

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Complaints procedures	Hard copies of documents - contact Parish clerk	10p/sheet
	Website	Free
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Document available for inspection at Parish Office – contact Parish Clerk	Free
	Hard copy - contact Parish Clerk	10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	All documents available for inspection at Parish Office – contact Parish Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection at Parish Office – contact Parish Clerk	Free
	Hard copy - contact Parish Clerk	10p/sheet
Assets Register	Document available for inspection at Parish Office – contact Parish Clerk.	Free
	Hard copy - contact Parish Clerk	10p/sheet
Register of members' interests	Available for inspection at Parish Office – contact Parish Clerk	Free
	Website - summary	10p/sheet
	Hard copy - contact Parish Clerk	
Register of gifts and hospitality	Available for inspection at Parish Office – contact Parish Clerk	Free
	Hard copy - contact Parish Clerk	10p/sheet

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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	All documents available for inspection at Parish Office – contact Parish clerk	
Allotments	Website	Free
Burial ground	Website	Free
The Barn	Website	Free
Parks, recreational facilities	Website	Free
Seating, litter bins, lighting	Hard copy – contact Parish clerk	Free
Bus shelters	Hard copy – contact Parish clerk	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information		

Contact details:

Christine Lamb
Parish Clerk
Parish Office
Goosecroft Lane
Off Beech Road
Purley on Thames
RG8 8DR
Tel: 0118 984 4507
Email: clerk@purleyonthames-pc.gov.uk

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Office opening hours: Mondays 2:30pm – 6:30pm and Thursdays 9:30am – 2:30pm

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 @ 10p per sheet (black & white)	Copying 0.6p, Paper and Administration charge 9.4p per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority