



Freedom of Information

Information available from Lingfield 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</p> <ul style="list-style-type: none"> • (Organisational information, structures, locations and contacts) • This will be current information only • Who's who on the Council and its Committees • Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address(if used)) • Location of main Council office and accessibility details 	<p>Website Hard Copy</p>	<p>FoC 10p/sheet</p>
<p>Staffing structure</p>	<p>Hard Copy</p>	<p>10p/sheet</p>
<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) Current and previous financial year as a minimum</p> <ul style="list-style-type: none"> • Annual return form and report by auditor • Finalised budget • Precept • Financial Standing Orders and Regulations • Grants given and received • List of current contracts awarded and value of contract • Members' allowances and expenses 	<p>Hard copy</p>	<p>10p/sheet</p>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <ul style="list-style-type: none"> • Parish Plan (current and previous year as a minimum) 	Hardcopy	FoC
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p> <ul style="list-style-type: none"> • Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) • Agendas of meetings (as above) 	Website Noticeboards Hardcopy	FoC FoC 10p/sheet
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	Website Hardcopy	FoC 10p/sheet
<p>Reports presented to council meetings -nb this will exclude information that is properly regarded as private to the meeting.</p>	Hard copy	10p/sheet
<p>Responses to consultation papers</p>	Hard copy	10p/sheet
<p>Responses to planning applications</p>	TDC Website	FoC
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <ul style="list-style-type: none"> • Current information only • 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 Policies and procedures for the provision of services and about the employment of staff: 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) • Data protection policies 	Hard Copy	10p/sheet

<ul style="list-style-type: none"> • Schedule of charges (for the publication of information) 		
Class 6 – Lists and Registers Currently maintained lists and registers only <ul style="list-style-type: none"> • Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) • Assets Register • 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) • Register of members' interests • Register of gifts and hospitality 	Available to view at Parish Office	FoC
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	???	???
Community centres and village halls	Hard copy from Centre Manager	
<ul style="list-style-type: none"> • Parks, playing fields and recreational facilities • Seating, litter bins, clocks, memorials and lighting 	Hard copy	10p/sheet
Public conveniences	Information from Tandridge District Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – Talbot Road Recreation		

Contact details:

Clerk to the Parish Council Lingfield Parish Council Lingfield and Dormansland Community Centre
High Street Lingfield Surrey RH7 6AB

Tel: 01342 835557 E-mail: lingfieldpc@gmail.com www.lingfieldparishcouncil.gov.uk

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

Note: We are not required to comply with any request which takes more than 18 hours to compile.