

## **West Clandon Parish Council Publication Scheme**

The following scheme has been developed in accordance with the Model Publication Scheme published by the Information Commissions Office which can be found at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

### ***Who we are and what we do.***

West Clandon Parish Council in common with other Parish Councils is a statutory local authority in its own right. Being at the grass roots and representing the community of West Clandon it has an important part to play in local government. As an executive body we have many statutory functions and act with the framework of legislation conferred on us by Parliament. Because of our local knowledge we are able to voice the views of inhabitants on many issues.

Information on council membership, contact details and meetings can be found on our website at [www.westclandon.org.uk](http://www.westclandon.org.uk)

### ***What we spend and how we spend it.***

Our projected annual income for 2019/20 is c £33,000 raised mainly from the parish precept and grant income for specific projects. Major items of expenditure are published monthly in the minutes of Parish Council meetings which are available on our website.

### ***What our priorities are and how we are doing.***

Apart from specific projects such as the extension of the village hall car park and speed control measures on the A247 our main priorities are the maintenance of the Recreation Ground and playground, supporting SCC in the maintenance of footpaths and commenting on local planning applications and the Local and proposed Neighbourhood Plans.

The Annual General Meeting is held in April and includes a report from the Chairman on the activities of the Council during the year.

### ***How we make decisions.***

Decisions are made at monthly council meetings which are normally open to the public.

### ***Our policies and procedures.***

The Council maintains policies for Financial Control and Audit, Reserves, Data Protection, Code of Conduct and a Publications Scheme. Policies are normally reviewed annually in February.

### ***Lists and registers.***

Registers of interest for members are maintained

### ***The services we offer***

The Council undertakes its statutory responsibilities and exercises its rights to comment on issues of local concern and represent the interests of the local community. It provides information on Parish Council business through its website and in response to enquires from residents.

### ***Provision of information***

We will endeavour to provide information on our activities where appropriate.

The classes of information will not generally include

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information will normally be provided on our website. Where this is impracticable individual should contact the Clerk at [clerk@westclandon.org.uk](mailto:clerk@westclandon.org.uk) or 01483 385187

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- The hourly rate for officer or contractor time is £25, under 18 hours of work is free of charge
- The cost of photocopying and printing is 10p per page. Double sided pages are charged at 20p per page
- The cost of postage will be the estimated actual cost of postage
- All other charges (e.g. CD-ROMS, video tapes) will be charged at actual cost

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