

## Information available from Godalming Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	<a href="http://godalming-tc.gov.uk/committees/">http://godalming-tc.gov.uk/committees/</a> Hard copy apply to Town Clerk	Free
Contact details for Town Clerk and Council members	<a href="http://godalming-tc.gov.uk/town-councillors/">http://godalming-tc.gov.uk/town-councillors/</a> Hard copy apply to Town Clerk	Free
Location of main Council office and accessibility details	<a href="http://godalming-tc.gov.uk/contact/">http://godalming-tc.gov.uk/contact/</a> Hard copy apply to Town Clerk	Free
Staffing structure	<a href="http://godalming-tc.gov.uk/staff/">http://godalming-tc.gov.uk/staff/</a> Hard copy apply to Town Clerk	Free

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	<a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Finalised budget	<a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Precept	<a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Borrowing Approval letter	Hard copy apply to Town Clerk	10p per page + actual postage
Financial Standing Orders and Regulations	<a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Grants given and received	<a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
List of current contracts awarded and value of contract	Hard copy apply to Town Clerk	10p per page + actual postage
Members' allowances and expenses	Hard copy apply to Town Clerk	10p per page + actual postage

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Healthcheck Action Plan	Hard copy apply to Town Clerk	10p per page + actual postage
Annual Report to Town Meeting (current and previous year as a minimum)	<a href="http://godalming-tc.gov.uk/annual-reports/">http://godalming-tc.gov.uk/annual-reports/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Quality status	Hard copy apply to Town Clerk	10p per page + actual postage
Local charters drawn up in accordance with DCLG guidelines	N/A	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)</p>	<p><a href="http://godalming-tc.gov.uk/events/category/council-meetings/">http://godalming-tc.gov.uk/events/category/council-meetings/</a> Hard copy apply to Town Clerk</p>	<p>Free Free</p>
<p>Agendas of meetings (as above)</p>	<p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a> Hard copy apply to Town Clerk</p>	<p>Free 10p per page + actual postage</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a> Hard copy apply to Town Clerk</p>	<p>Free 10p per page + actual postage</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>
<p>Responses to consultation papers</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>
<p>Responses to planning applications</p>	<p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a> Hard copy apply to Town Clerk</p>	<p>Free 10p per page + actual postage</p>
<p>Bye-laws</p>	<p>N/A</p>	

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<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders            Committee and sub-committee terms of reference            Delegated authority in respect of officers            Code of Conduct            Policy statements</p>	<p><a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a>            Hard copy apply to Town Clerk</p>	<p>Free            10p per page + actual postage</p>
<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>	<p><a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a>            Hard copy apply to Town Clerk</p>	<p>Free            10p per page + actual postage</p>
<p>Information security policy</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>
<p>Data protection policies</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy apply to Town Clerk</p>	<p>10p per page + actual postage</p>

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available for inspection only	
Burials Register	Available for inspection only	
Register of Purchased Graves	Available for inspection only	
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)	N/A	
Register of members' interests	Hard copy apply to Town Clerk	10p per page + actual postage
Register of gifts and hospitality	Hard copy apply to Town Clerk	10p per page + actual postage
List by Surname of burials to 2003	Hard copy apply to Town Clerk	10p per page + actual postage

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <b>Current information only</b>		
Allotments	<a href="http://godalming-tc.gov.uk/allotments/">http://godalming-tc.gov.uk/allotments/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Burial grounds (on behalf of Godalming Joint Burial Committee)	<a href="http://godalming-tc.gov.uk/cemeteries/">http://godalming-tc.gov.uk/cemeteries/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
Community centres and village halls	<a href="http://godalming-tc.gov.uk/community-centres/">http://godalming-tc.gov.uk/community-centres/</a> Hard copy apply to Town Clerk	Free 10p per page + actual postage
<del>Parks, playing fields and recreational facilities</del>		
Seating, litter bins, clocks, memorials and lighting	Hard copy apply to Town Clerk	10p per page + actual postage
Bus shelters	Hard copy apply to Town Clerk	10p per page + actual postage
Markets	Hard copy apply to Town Clerk	10p per page + actual postage
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy apply to Town Clerk	10p per page + actual postage

**Contact details:**

**Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the Town Council