



## FREEDOM OF INFORMATION

### 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://www.godalming-tc.gov.uk/members.htm">http://www.godalming-tc.gov.uk/members.htm</a> Hard copy apply to Town Clerk	Free
Contact details for Town Clerk and Council members	<a href="http://www.godalming-tc.gov.uk/contactus.htm">http://www.godalming-tc.gov.uk/contactus.htm</a> Hard copy apply to Town Clerk	Free
Location of main Council office and accessibility details	<a href="http://www.godalming-tc.gov.uk/page.htm?p=71">http://www.godalming-tc.gov.uk/page.htm?p=71</a> Hard copy apply to Town Clerk	Free Free
Staffing structure	<a href="http://www.godalming-tc.gov.uk/contactus.htm">http://www.godalming-tc.gov.uk/contactus.htm</a> Hard copy apply to Town Clerk	Free Free

Information to be published	How the information can be obtained	Cost
<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	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Finalised budget	Hard copy apply to Town Clerk	10p/page + actual postage
Precept	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Borrowing Approval letter		
Financial Standing Orders and Regulations	<a href="http://www.godalming-tc.gov.uk/page.htm?p=80">http://www.godalming-tc.gov.uk/page.htm?p=80</a> Hard copy apply to Town Clerk	Free 10p/page + actual postage
Grants given and received	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
List of current contracts awarded and value of contract	Hard copy apply to Town Clerk	10p/page + actual postage
Members' allowances and expenses	Hard copy apply to Town Clerk	10p/page + actual postage

Information to be published	How the information can be obtained	Cost
<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/page + actual postage
Annual Report to Town Meeting (current and previous year as a minimum)	<a href="http://www.godalming-tc.gov.uk/page.htm?p=90">http://www.godalming-tc.gov.uk/page.htm?p=90</a> Hard copy apply to Town Clerk	10p/page + actual postage
Quality status	Hard copy apply to Town Clerk	10p/page + actual postage
Local charters drawn up in accordance with DCLG guidelines	N/A	

Information to be published	How the information can be obtained	Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website Hard copy apply to Town Clerk	Free Free
Agendas of meetings (as above)	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy apply to Town Clerk	10p/page + actual postage
Responses to consultation papers	Hard copy apply to Town Clerk	10p/page + actual postage
Responses to planning applications	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Bye-laws	N/A	

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
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)	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Information security policy	Hard copy apply to Town Clerk	10p/page + actual postage
Records management policies (records retention, destruction and archive)	Hard copy apply to Town Clerk	10p/page + actual postage
Data protection policies	Hard copy apply to Town Clerk	10p/page + actual postage
Schedule of charges (for the publication of information)	Hard copy apply to Town Clerk	10p/page + actual postage

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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/page + actual postage
Register of gifts and hospitality	Hard copy apply to Town Clerk	10p/page + actual postage
List by Surname of burials to 2003	Hard copy apply to Town Clerk	10p/page + actual postage

Information to be published	How the information can be obtained	Cost
<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	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Burial grounds (on behalf of Godalming Joint Burial Committee)	Website Hard copy apply to Town Clerk	Free 10p/page + actual postage
Community centres and village halls	Website Hard copy apply to Town Clerk	Free 10p/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/page + actual postage
Bus shelters	Hard copy apply to Town Clerk	10p/page + actual postage
Markets	Hard copy apply to Town Clerk	10p/page + actual postage
<del>Public conveniences</del>		
<del>Agency agreements</del>		
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/page + actual postage

**Contact details:**

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

**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