



## FREEDOM OF INFORMATION – PUBLICATION SCHEME

Information available from Godalming Town Council under the Freedom of Information – Publication Scheme. If a request is made for a hard copy, these will be provided and charged for accordance with the Schedule of Charges at the end of the document.

Information to be Published	How the Information can be Obtained
<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">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Contact details for Town Clerk and Council Members	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Location of main Council office and opening times	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Staffing Contacts	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<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://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Finalised budget	Hard copy, apply to Town Clerk
Precept	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Standing Orders	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Financial Regulations	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Grants given and received	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
List of current contracts awarded and value of contract	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Members' allowances and expenses	Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 3 – What Our Priorities Are and How We Are Doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report (current and previous year as a minimum)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Supporting our Community	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 4 – How We Make Decisions</b> (decision-making processes and records of decisions) <b>current and previous council year as a minimum</b>	
Timetable of meetings (council, any committee meetings and town meetings)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Agendas of meetings (as above)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
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
Responses to consultation papers	Hard copy, apply to Town Clerk
Responses to planning applications (minutes of Policy & Management Committee, when appropriate)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<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: <ul style="list-style-type: none"> <li>· Standing Orders</li> <li>· Committees' terms of reference (in Standing Orders)</li> <li>· Delegated authority in respect of Officers (in Standing Orders)</li> <li>· Code of Conduct</li> <li>· Policy documents</li> </ul>	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>· Internal policies relating to the delivery of services</li> <li>· Equality &amp; Diversity Policy</li> <li>· Health &amp; Safety Policy</li> <li>· Data Protection/GDPR</li> <li>· Complaints procedures (including those covering requests for information)</li> </ul>	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Privacy Policy	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Records management policies (records retention, destruction and archive)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Data Protection Policy	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Schedule of Charges (for the publication of information)	Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 6 – Lists and Registers currently maintained lists and registers only</b>	
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
Register of Members' interests	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Register of gifts and hospitality	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
List by surname of burials to 2013	<a href="http://www.godalming-jbc.gov.uk">http://www.godalming-jbc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<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://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Burial grounds (on behalf of Godalming Joint Burial Committee)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Community centres and village halls	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy, apply to Town Clerk
Bus shelters	Hard copy, apply to Town Clerk
Public conveniences	Hard copy, apply to Town Clerk
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

**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