

# **DUNSFOLD PARISH COUNCIL**

## **FREEDOM OF INFORMATION – PUBLICATION SCHEME**

### **FREEDOM OF INFORMATION ACT 2000**

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class.

The table shows how the specific information can be obtained and if there is a cost involved.

## Information available from Dunsfold Parish Council under the Model Publication Scheme

Information to be published	How can the information be obtained?	Cost
<b>Class 1 – Who are we and what do we do?</b>		
Organisational information, structures, locations and contacts Current information only.		
Who's who on the Council, and its Committees	Website Hard Copies	Free 10p per sheet
Contact details for the Clerk and Councillors	Website Hard Copies	Free 10p per sheet
Location of Council Office and accessibility details	Website Hard Copies	Free 10p per sheet
Staffing structure	Not applicable	
<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. Current and previous financial year		
Annual Return (AGAR)	Website Hard Copies	Free 10p per sheet
External Auditor Certificate and Opinion	Website Hard Copies	Free 10p per sheet
Statement of Accounts	Website Hard Copies	Free 10p per sheet
Budget	Website Hard Copies	Free 10p per sheet
Expenditure over £500	Website Hard Copies	Free 10p per sheet
Financial Standing Orders and Regulations	Website Hard Copies	Free 10p per sheet
Grants awarded and received	Website Hard Copies	Free 10p per sheet
List of current contracts and value of contracts	Website Hard Copies	Free 10p per sheet
Members' Allowances	Not applicable	

Information to be published	How can the information 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 where applicable)		
Neighbourhood Plan	In progress	
Vision Document	In progress	
Chairman's Annual Report	Upon request	10p per copy
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions		
Schedule of meetings	Website Hard Copies	Free 10p per sheet
Agendas and Minutes of Meetings	Website Hard Copies	Free 10p per sheet
Reports presented to Council meetings (Excluding information that is properly regarded as private to the meeting)	Website Hard Copies	Free 10p per sheet
Responses to planning applications (See Council Minutes)	Website Hard Copies	Free 10p per sheet
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
Standing Orders	Website Hard Copies	Free 10p per sheet
Financial Regulations	Website Hard Copies	Free 10p per sheet
Committee Terms of Reference	Website Hard Copies	Free 10p per sheet
Code of Conduct	Website Hard Copies	Free 10p per sheet
Equality and diversity policy	Available upon request	
Health & Safety Policy		
Policies and Procedures for the Handling of Information	Website Hard Copies	Free 10p per sheet
Complaints Policy	Website Hard Copies	Free 10p per sheet
Document Retention Policy	Website Hard Copies	Free 10p per sheet
Data Protection and Information Security Policies	Website Hard Copies	Free 10p per sheet
Schedule of Charges	See below	Free 10p per sheet

Information to be published	How can the information be obtained?	Cost
<b>Class 6 – Lists and Registers</b>		
Assets register	Website Hard Copies	Free 10p per sheet
Register of Members’ Interests	Website Hard Copies	Free 10p per sheet
<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		
Parks, playing fields and recreational facilities	Website Hard Copies	Free 10p per sheet

### Schedule of Charges

Type of Charge	Description	Basis of Charge
<b>Disbursement Cost</b>	Photocopying b&w 10p per sheet	Standard Charge
	Photocopying colour 15p per sheet	Standard Charge
	Postage	Actual cost of current Royal Mail standard 2 <sup>nd</sup> class postage

### Contact Details:

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