

# Information available from Wonersh Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Wonersh Parish Council.</p>	<p>(hard copy or website)</p> <p>Links to website included below. Also available on request from the Clerk: <a href="mailto:Clerk@wonershparish.org">Clerk@wonershparish.org</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Committees, Working Parties and representation on other bodies summarised here: <a href="https://www.wonershparish.org/committees">https://www.wonershparish.org/committees</a></p> <p>Plus, register of interests: <a href="https://www.wonershparish.org/your-councillors">https://www.wonershparish.org/your-councillors</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Council contact details summarised here: <a href="https://www.wonershparish.org/contact">https://www.wonershparish.org/contact</a></p> <p>Full details for officers and members here: <a href="https://www.wonershparish.org/your-councillors">https://www.wonershparish.org/your-councillors</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
<p>Location of main Council office and accessibility details</p>	<p>Council contact details summarised here to include office location: <a href="https://www.wonershparish.org/contact">https://www.wonershparish.org/contact</a></p> <p>Also included here: <a href="https://www.wonershparish.org/">https://www.wonershparish.org/</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>

Staffing structure	<p>Staff details here:  <a href="https://www.wonershparish.org/your-councillors">https://www.wonershparish.org/your-councillors</a></p> <p>Pay multiples here:  <a href="https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2">https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	<p>Annual Governance and Accountability Returns since 2018, available here:  <a href="https://www.wonershparish.org/agar">https://www.wonershparish.org/agar</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
Finalised budget	<p>January Council Meeting Minutes, e.g.  <a href="https://wonershparish-my.sharepoint.com/:b:/g/personal/clerk_wonershparish_org/EZY5kVzsYK1ApbtztPnGkJkBx6j8l8TJBVmCkZJFrGm9Xg?e=PFAi8K">https://wonershparish-my.sharepoint.com/:b:/g/personal/clerk_wonershparish_org/EZY5kVzsYK1ApbtztPnGkJkBx6j8l8TJBVmCkZJFrGm9Xg?e=PFAi8K</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>
Precept	<p>January Council Meeting Minutes, e.g.  <a href="https://wonershparish-my.sharepoint.com/:b:/g/personal/clerk_wonershparish_org/EZY5kVzsYK1ApbtztPnGkJkBx6j8l8TJBVmCkZJFrGm9Xg?e=PFAi8K">https://wonershparish-my.sharepoint.com/:b:/g/personal/clerk_wonershparish_org/EZY5kVzsYK1ApbtztPnGkJkBx6j8l8TJBVmCkZJFrGm9Xg?e=PFAi8K</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy.</p>

Borrowing Approval letter	Borrowing Approval letter available here: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/64bc38ff99a24578aa88320e64afd4e4/02.%20Approval%20Letter%20-%20(2024-25)%20-%20EXT%20-%20012%20-%20Wonersh%20Parish%20Council%20(signed).pdf">https://storage.googleapis.com/wzukusers/user-31399474/documents/64bc38ff99a24578aa88320e64afd4e4/02.%20Approval%20Letter%20-%20(2024-25)%20-%20EXT%20-%20012%20-%20Wonersh%20Parish%20Council%20(signed).pdf</a>	Free of charge on website.  As per schedule of charges if hardcopy
All items of expenditure above £100	Presently record items of expenditure over £500, in line with Transparency Code: <a href="https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2">https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a>  Other items viewable in Council Meeting Minutes: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	Free of charge on website.  As per schedule of charges if hardcopy.
Financial Standing Orders and Regulations	All Current policies: <a href="https://www.wonershparish.org/policies-and-procedures">https://www.wonershparish.org/policies-and-procedures</a> Of relevance: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Finance and Investment Policy</li> </ul>	Free of charge on website.  As per schedule of charges if hardcopy.
Grants given and received	Summarised here in the Grants tab by financial year: <a href="https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2">https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a>	Free of charge on website.  As per schedule of charges if hardcopy.
List of current contracts awarded and value of contract	Contracts exceeding £5,000 detailed here in the procurement tab by financial year: <a href="https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2">https://wonershparish-my.sharepoint.com/:x:/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a>	Free of charge on website.  As per schedule of charges if hardcopy.

	<a href="https://www.wonershparish.org/our-meetings">YS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a>  Other items viewable in Council Meeting Minutes: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	
Members' allowances and expenses	Not applicable.	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Our AGAR is here: <a href="https://www.wonershparish.org/agar">https://www.wonershparish.org/agar</a>	Free of charge on website.  As per schedule of charges if hardcopy.
Parish Plan	Our Council strategy is here: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/16665ee0315a4a9391596beafa0a368b/WPC_Strategy.pdf">https://storage.googleapis.com/wzukusers/user-31399474/documents/16665ee0315a4a9391596beafa0a368b/WPC_Strategy.pdf</a>	Free of charge on website.  As per schedule of charges if hardcopy.
Annual Report to Parish or Community Meeting	Annual Parish Meeting Powerpoints are available here: <a href="https://www.wonershparish.org/annual-assembly">https://www.wonershparish.org/annual-assembly</a>	Free of charge on website.  As per schedule of charges if hardcopy.
Quality status	Not applicable.	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable.	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	All current policies: <a href="https://www.wonershparish.org/policies-and-procedures">https://www.wonershparish.org/policies-and-procedures</a> Of relevance: <ul style="list-style-type: none"> <li>• GDPR Policy</li> <li>• Personnel and Employment Handbook</li> </ul>	Free of charge on website.  As per schedule of charges if hardcopy.
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Details of meeting schedules, with links through to agendas and minutes here 2018/19-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>  Timetable of meetings on village noticeboards.	Free of charge on website.  As per schedule of charges if hardcopy
Agendas of meetings (as above)	Details of meeting schedules, with links through to agendas and minutes here 2018/19-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>  Agendas on village noticeboards five days in advance of meetings.	Free of charge on website.  As per schedule of charges if hardcopy
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Details of meeting schedules, with links through to agendas and minutes here 2018/19-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	Free of charge on website.  As per schedule of charges if hardcopy
Reports presented to council meetings – exclude	Details of meeting schedules, with links through to agendas	Free of charge on website.

material that is properly considered to be exempt from disclosure	and minutes, including links to meeting reports here 2022/2023-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	As per schedule of charges if hardcopy
Responses to consultation papers	Details of meeting schedules, with links through to agendas and minutes, including responses to consultations, here 2022/23-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	Free of charge on website.  As per schedule of charges if hardcopy
Responses to planning applications	Details of Planning Committee meeting schedules, with links through to agendas and minutes here 2018/19-present: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	Free of charge on website.  As per schedule of charges if hardcopy
Bye-laws	Extract of bye-laws available here: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/7ac53fd903174dd4ba3222ee9a14ed41/2011%20Byelaws.pdf">https://storage.googleapis.com/wzukusers/user-31399474/documents/7ac53fd903174dd4ba3222ee9a14ed41/2011%20Byelaws.pdf</a>	Free of charge on website.  As per schedule of charges if hardcopy
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> </ul>	Policies and procedures are available here: <a href="https://www.wonershparish.org/policies-and-procedures">https://www.wonershparish.org/policies-and-procedures</a>	Free of charge on website.  As per schedule of charges if hardcopy

<ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Policies and procedures are available here:  <a href="https://www.wonershparish.org/policies-and-procedures">https://www.wonershparish.org/policies-and-procedures</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Policies and procedures are available here:  <a href="https://www.wonershparish.org/policies-and-procedures">https://www.wonershparish.org/policies-and-procedures</a></p>	<p>Free of charge on website.</p> <p>As per schedule of charges if hardcopy</p>
<p><b>Class 6 – Lists and Registers</b></p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website: <a href="https://www.wonershparish.org/your-councillors">https://www.wonershparish.org/your-councillors</a>  Noticeboards in each village.	Free of charge on website.  As per schedule of charges if hardcopy
Assets register, including details of public land and building assets	Land depicted here: <a href="https://shared.xmap.cloud/?map=d069303a-ac37-4aef-9534-5c51b53b0440">https://shared.xmap.cloud/?map=d069303a-ac37-4aef-9534-5c51b53b0440</a>  Asset register available here: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf">https://storage.googleapis.com/wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf</a>	Free of charge on website.  As per schedule of charges if hardcopy
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not applicable.	
Register of members' interests	Register of members' Interest can be found: <a href="https://www.wonershparish.org/your-councillors">https://www.wonershparish.org/your-councillors</a>	Free of charge on website.  As per schedule of charges if hardcopy
Register of gifts and hospitality	Register can be found here: <a href="https://wonershparish-my.sharepoint.com/:x/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2">https://wonershparish-my.sharepoint.com/:x/g/personal/clerk_wonershparish_org/EYS7i_XSVRRAgIHe9zXqj8YBcIo28YJpQLChbtIbLQti5A?e=zBljx2</a>	Free of charge on website.  As per schedule of charges if hardcopy
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Details on allotments available here: <a href="https://www.wonershparish.org/green-spaces">https://www.wonershparish.org/green-spaces</a>	Free of charge on website.  As per schedule of charges if hardcopy
Burial grounds and closed churchyards	Considered in Council and Risk and Audit Committee Meeting agendas and minutes, accessible here: <a href="https://www.wonershparish.org/our-meetings">https://www.wonershparish.org/our-meetings</a>	Free of charge on website.  As per schedule of charges if hardcopy
Community centres and village halls	Shamley Green Community Room: <a href="https://www.wonershparish.org/room-bookings">https://www.wonershparish.org/room-bookings</a> Regularly mentioned in newsletters: <a href="https://www.wonershparish.org/newsletter">https://www.wonershparish.org/newsletter</a>	Free of charge on website.  As per schedule of charges if hardcopy
Parks, playing fields and recreational facilities	Green spaces: <a href="https://www.wonershparish.org/green-spaces">https://www.wonershparish.org/green-spaces</a> Regularly mentioned in newsletters: <a href="https://www.wonershparish.org/newsletter">https://www.wonershparish.org/newsletter</a>	Free of charge on website.  As per schedule of charges if hardcopy
Seating, litter bins, clocks, memorials and lighting	Asset register available here: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf">https://storage.googleapis.com/wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf</a>	
Bus shelters	Asset register available here: <a href="https://storage.googleapis.com/">https://storage.googleapis.com/</a>	

	<a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf">wzukusers/user-31399474/documents/4e92d25b7c814559b132b06f99681cef/20240814%20Assets%20register%20as%20at%2010%20September%202024.pdf</a>	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	<p>Open space hires: Events: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/e53aa4d5191e4763a699f3e05750e8e6/20240515_Outdoor%20Event%20Application%20Form%20and%20Terms%20and%20Conditions_WPC.docx">https://storage.googleapis.com/wzukusers/user-31399474/documents/e53aa4d5191e4763a699f3e05750e8e6/20240515_Outdoor%20Event%20Application%20Form%20and%20Terms%20and%20Conditions_WPC.docx</a></p> <p>Coaching etc: <a href="https://storage.googleapis.com/wzukusers/user-31399474/documents/348f5d71177343c095f03cd20c70b1dd/2024_25_Fitness_Application_and_Terms_and_Conditions_WPC.docx">https://storage.googleapis.com/wzukusers/user-31399474/documents/348f5d71177343c095f03cd20c70b1dd/2024_25_Fitness_Application_and_Terms_and_Conditions_WPC.docx</a></p> <p>Community room hires: <a href="https://www.wonershparish.org/t-cs">https://www.wonershparish.org/t-cs</a></p>	
<p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>		

## 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 *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

Approved by Council: 12 September 2024  
Due for review: September 2026