

CHOBHAM PARISH COUNCIL PUBLICATION SCHEME

The list of information published by the Parish Council and how that information may be obtained can be found below. Most of our public documents are available to access in several ways.

Hard copy

Where a document is available in hard copy, please contact the Parish Council Office. The Parish Council may make a small charge for providing copies of documents.

Inspection at the Parish Office

The Parish Council Office is situated at the Recreation Ground, Station Road, Chobham, GU24 8AJ, and is opened Mondays, Wednesdays, Thursdays from 9.30am – 4.00pm. Telephone number 01276 856633

Website

Documents which are available on the Chobham Parish Council website can be found at www.chobhamparishcouncil.org

Electronic copy

An electronic copy can be requested by contracting clerk@chobhamparishcouncil.org

Parish Council Notice boards

Agendas and a list of Councillors are displayed on the Parish notice board outside the Parish Office and the Village Hall.

Archived Information

The Surrey History Centre holds records up to 2011. Please contact the Clerk if you wish to view these documents.

Information to be published	How the information can be obtained	Cost – first 4 copies free
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.	Hardcopy Website	15p per sheet Free
Who's who on the Council and its Committees	Hardcopy Website	15p per sheet Free
Contact details for Parish Clerk and Council members Parish Clerk: Annette Barber Email: clerk@chobhamparishcouncil.org	Hardcopy Website	15p per sheet Free

CHOBHAM PARISH COUNCIL PUBLICATION SCHEME

Location of main Council office and accessibility details Chobham Parish Council, Parish Pavilion, Recreation Ground, Station Road, Chobham, Surrey GU24 8DA Telephone: 01276 856633	Ha	15p per sheet Free
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum		
Annual return form and report by internal auditor	Hard copy Website	15p per sheet
Approved budget and precept	Hard copy Website	15p per sheet Free
Financial Regulations	Hard copy Website	15p per sheet Free
Expenditure list monthly	Hard copy Website	15p per sheet Free
Grants given and received	Hard copy	15p per sheet
List of current contracts awarded and value of contract	Hard copy	15p per sheet
Members' allowances	Hard copy Website	15p per sheet Free
Members' expenses	Hard copy	15p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year		

CHOBHAM PARISH COUNCIL PUBLICATION SCHEME

Internal audit report	Hard copy	15p per sheet
External audit report	Hard copy Website	15p per sheet Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Calendar of meetings	Hard copy Website	15p per sheet Free
Agendas of meetings	Hard copy Website	15p per sheet Free
Minutes of meetings	Hard copy Website	15p per sheet Free
Reports presented to council meetings	Hard copy	15p per sheet
Responses to consultation papers	Hard copy Website	15p per sheet Free
Responses to planning applications	Hard copy Website	15p per sheet Free
Minutes of Annual Parish Meetings	Hard copy Website	15p per sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural Standing Orders	Hard copy Website	15p per sheet Free
Financial Regulations	Hard copy	15p per sheet

CHOBHAM PARISH COUNCIL PUBLICATION SCHEME

Members Code of Conduct Committee terms of reference Delegation scheme Risk management policy Investment strategy General reserves policy Press and Media policy Risk Management policy Freedom of information policy General data protection Information and data protection policy Retention and disposal policy Social media policy	Website Hard copy Electronic	Free 15p per sheet Free
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Equalities policy Lone Working Policy Disciplinary Policy Grievance Policy Sickness and Absence Policy Complaints procedures Recruitment policy	Hard copy Electronic	15p per sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Inspection only	
Assets register	Hard copy	15p per sheet

CHOBHAM PARISH COUNCIL PUBLICATION SCHEME

Register of members' interests	Hard copy Website	15p per sheet Free
Register of gifts and hospitality	Inspection only	
Burial registers	Inspection only	
Register of purchased graves	Inspection only	
Cemetery fees	Hard copy Website	15p per sheet Free
Class 7 – The services we offer Current information only		
Burial grounds	Hard copy Website	15p per sheet Free
Pavilion hire	Hard copy Website	15p per sheet Free
Recreation ground, all weather pitch and playground	Hard copy Website	15p per sheet Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed by Chobham Parish Council on 26th January 2023