



Ripley Parish Council Office
4 Rio House
High Street
Ripley
Surrey
GU23 6AE
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

PUBLICATION SCHEME

Reviewed and adopted 15/9/16 Minute 80/16
Next review: 09/2019

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. There may be a small charge for providing copies of documents.

Inspection at Ripley Parish Council (RPC) Office

All documents are available to view at Ripley Parish Council Office, 4 Rio House, High Street, Ripley, GU23 6AE. The office is usually open between 10am – 4pm but please call ahead for availability or to make an appointment 01483 224847.

Website

Documents are available online at <http://www.ripleyparishcouncil.gov.uk/policies.html>

Electronic copy (E-copy)

Electronic copies are available from the clerk to the council. Please email:
clerk@ripleyparishcouncil.gov.uk

Parish Council noticeboards

Agendas, notification of electors' rights to view the parish council's accounts, and other important information are disseminated on the parish council's noticeboards at the entrance to The Green and on the High Street. Agendas only are posted on the noticeboard at St Mary Magdalen Church.

Newsletter

Parish council information such as members and contact details are published on the quarterly newsletter and delivered to every household and business.

This list is not definitive. The parish council also uses local publications and events, where appropriate, to enable residents to access information.

Freedom of Information (FOI)

Information available from Ripley Parish Council under the Publication Scheme:

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
<p>Ripley Parish Council 4 Rio House High Street Ripley GU23 6AE</p> <p>01483 224847</p> <p>www.ripleyparishcouncil.gov.uk clerk@ripleyparishcouncil.gov.uk</p> <p>Clerk: Jim Morris</p> <p>7 Councillors elected every 4 years</p>	<p>Hard copy</p> <p>Web / E-copy</p> <p>RPC Office</p>	<p>Free</p> <p>Free</p> <p>Free</p>
Councillors and Committees	<p>Hard copy</p> <p>Web / E-copy</p> <p>RPC Office</p> <p>Newsletter</p>	<p>15p</p> <p>Free</p> <p>Free</p> <p>Free</p>
Contact details for clerk and councillors	<p>Hard copy</p> <p>Web / E-copy</p> <p>RPC Office</p> <p>Newsletter</p>	<p>15p</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>Location of RPC Office and accessibility details</p> <p>Staffing structure</p>	<p>Hard copy</p> <p>Web / E-copy</p> <p>RPC Office</p> <p>Newsletter</p>	<p>15p</p> <p>Free</p> <p>Free</p> <p>Free</p>

Class 2 – What we spend and how we spend it
Current and previous year as minimum

Annual Return and Auditor's reports	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Finalised budget	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Precept	Hard copy	15p
Financial Regulations	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Grants received and administered	Hard copy	15p
	RPC Office	Free
List of current contracts awarded and value of contract	RPC Office	Free
Members allowances and expenses	RPC Office	Free

Class 3 – What are our priorities and how are we doing

Strategies, plans, performance indicators, audits, inspections, and reviews

Parish Plan	Hard copy	Free
Aims and objectives	RPC Office	Free
Neighbourhood Plan	E-copy	Free
Annual Report to Parish Meeting		
Quality Status	Hard copy	n/a
	RPC Office	
	Web / E-copy	

Class 4 – How we make decisions		
Timetable of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Agendas of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
	Noticeboards	Free
Minutes of meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Reports presented to council meetings	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Responses to Consultation papers	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Responses to Planning Applications	Hard copy	15p
	Web / E-copy	Free
	RPC Office	Free
Byelaws	Hard copy	50p
	Noticeboards	Free

Class 5 – Our policies and procedures

Current information

Policies and procedures for conduct of parish council business Procedural Standing Orders Committee and sub-Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy RPC Office Web / E-copy	25p Free Free
Policies and procedures for the provision of services and employment of staff Internal policies relating to the delivery of services Equality and diversity policy Health & Safety policy Recruitment policy Policy for handling requests for Freedom of Information Complaints procedures Information security policy Records management policy Data protection policy Schedule for charges for publication of information	Hard copy RPC Office Web / E-copy	25p Free Free

Class 6 – Lists and Registers

Currently maintained lists and registers

Fixed Asset Register	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Register of members' interests (also available via Guildford Borough Council)	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free
Register of gifts and hospitality	Hard copy	25p
	RPC Office	Free
	Web / E-copy	Free

Class 7 – The services we offer
Current information

Allotments	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Burial Ground	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Parks, playing fields, recreational areas	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Seating, memorials, lighting	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Bus shelters	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Markets	Hard copy	25p
	RPC Office	Free
	E-copy	Free
Public conveniences	Hard copy	25p
	RPC Office	Free
	E-copy	Free

Car parking	Hard copy RPC Office E-copy	25p Free Free
Summaries of services for which the council is entitled to recover a fee, along with those fees	Hard copy RPC Office E-copy	25p Free Free
<p>Contact details:</p> <p>Jim Morris Ripley Parish Clerk & Responsible Financial Officer Ripley Parish Council 4 Rio House High Street Ripley GU23 6AE</p> <p>01483 224847</p> <p>clerk@ripleyparishcouncil.gov.uk www.ripleyparishcouncil.gov.uk</p>		
Schedule of charges		
Disbursement cost Postage Statutory fee	15p per sheet 55p As current legislation	Printing cost Cost of 2 nd Class postage