

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

This template guide covers only information we currently hold or that is applicable to Limpsfield Parish Council. If we do not hold some of the information listed below, we will mark it as 'not held' or N/A in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Website / Digital or Hard Copy	20p per A4 Sheet
<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>	Website / Digital or Hard Copy	20p per A4 Sheet
<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>	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Location of main Council office and accessibility details</p>	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Staffing structure</p>	N/A	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p>	Website / Digital or Hard Copy	20p per A4 Sheet

Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / Digital or Hard Copy	20p per A4 Sheet
Finalised budget	Website / Digital or Hard Copy	20p per A4 Sheet
Precept	Website / Digital or Hard Copy	20p per A4 Sheet
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website / Digital or Hard Copy	20p per A4 Sheet
Financial Standing Orders and Regulations	Website / Digital or Hard Copy	20p per A4 Sheet
Grants given and received	Website / Digital or Hard Copy	20p per A4 Sheet
List of current contracts awarded and value of contract	N/A	20p per A4 Sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website / Digital or Hard Copy	20p per A4 Sheet
Parish Plan (Limpsfield Neighbourhood Plan)	Website / Digital or Hard Copy	20p per A4 Sheet
Annual Report to Parish or Community Meeting	Website / Hard Copy	20p per A4 Sheet
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	

Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Digital or Hard Copy	20p per A4 Sheet
Agendas of meetings (as above)	Website / Digital or Hard Copy	20p per A4 Sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / Digital or Hard Copy	20p per A4 Sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website / Digital or Hard Copy	20p per A4 Sheet
Responses to consultation papers	Website / Digital or Hard Copy	20p per A4 Sheet
Responses to planning applications	Website / Digital / Tandridge District Council	
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	

<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ol style="list-style-type: none"> 1. Internal instructions to staff and policies relating to the delivery of services 2. Equality and diversity policy 3. Health and safety policy 4. Recruitment policies and details of current vacancies 5. Policies and procedures for handling requests for information 6. Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website / Digital or Hard Copy	20p per A4 Sheet
<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 policies</p>	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Website / Digital or Hard Copy	20p per A4 Sheet
<p>Assets register, including details of public land and building assets</p>	Website / Digital or Hard Copy	20p per A4 Sheet
		20p per A4 Sheet

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website / Digital or Hard Copy	
Register of members' interests	Website / Digital or Hard Copy / TDC	20p per A4 Sheet
Register of gifts and hospitality	Inspection only / TDC	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website / Digital or Hard Copy	20p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	Website / Digital or Hard Copy	20p per A4 Sheet
Bus shelters	Website / Digital or Hard Copy	20p per A4 Sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	
Additional Information Information not itemised in the lists above	On application	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

CONTACT

The Clerk: clerk@limpsfieldparishcouncil.gov.uk

Parish Office
The Pound
Wolf's Row
Limpsfield
Surrey
RH8 0EB

Reviewed and approved 11 May 2026

Signed: *Antony Taylor* (signed at meeting)

Printed: Tony Taylor (Chair)

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