CAPEL PARISH COUNCIL

Publication Scheme and Transparency Statement

Freedom of Information Act 2000 and the Council's approach to openness

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Council, committees, staff and members

1. Our commitment

Capel Parish Council adopts the Information Commissioner's Office (ICO) model publication scheme, unedited, and publishes information routinely, clearly and, wherever practicable, on its website. This document is the Council's "guide to information" and its annual transparency statement. It replaces the separate Publication Scheme guide and Transparency Code papers.

2. How to get information

- **Website:** the Council's official website (first choice).
- **Email:** clerk@capel-pc.gov.uk.
- **Post or inspection by appointment:** Parish Clerk, Parish Office and Hall, 55A The Street, Capel, Surrey RH5 5LD.
- If information is not listed here, make a written request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 (see the Information Governance Policy).

3. Classes of information

Class	Examples normally available	Where
Who we are and what we do	Councillor and officer contacts, committees, meeting calendar, responsibilities	Website
What we spend and how we spend it	Budget, precept, annual return and audit information, payments over £500, procurement and contracts, grants, Financial Regulations	Website
Our priorities and performance	Parish plans, annual report, consultations, project updates	Website
How we make decisions	Agendas, minutes, reports, Standing Orders, Scheme of Delegation, committee terms of reference	Website
Our policies and procedures	Governance, employment, equality, information, safety, complaints and operational policies, retention schedule	Website
Lists and registers	Registers of interests (held by the Monitoring Officer at Mole Valley District Council), asset register, gifts register	Website or inspection

Class	Examples normally available	Where
Services we offer	Allotments, hall and pavilion hire, burial ground, grants, events	Website / Clerk

Information may be withheld where it is not held, is exempt or restricted by law (for example personal data or legal privilege), is available elsewhere, or would take too long to prepare for routine publication. We will give the reason when we reply to a request.

4. Charges

Information on the website or viewed at the office is free. We may charge only the actual cost of printing, copying, postage or media, and will tell you before we supply it.

5. Transparency statement for the current year

The Council's annual receipts or payments exceed £25,000, so it is not within the Transparency Code for smaller authorities (which covers councils with turnover not exceeding £25,000) and has an external audit each year (AGAR Form 3). It publishes the information below voluntarily and to meet the Accounts and Audit Regulations 2015.

Item	What we publish	Timing
Annual Governance and Accountability Return (Sections 1 and 2), bank reconciliation, variance explanation and internal audit report	Website and notice board	After approval, internal audit reports are available after May of each year
Notice of the period for the exercise of public rights	Website	Commencing on or before 1 July; 30 working days.
Notice of conclusion of audit and external auditor's report	Website	Once the audit is complete
Payments, contracts, grants and procurement above the threshold	Website	Regularly
Community Infrastructure Levy (CIL)	Annual report of CIL received and spent, published by 31 December for the previous financial year	31 December
Land and building assets	Asset register (land at a token value where agreed) and Land Registry details	Annually
Councillor responsibilities and interests	Councillor list and committee roles. Registers of interests are on the Mole Valley District Council website	After the annual meeting
Standing Orders, Financial Regulations, Code of Conduct, policies	Website	After each adoption or review

Last year's statement referred to the Public Contracts Regulations 2015 guidance on paying invoices within 30 days. New procurements are governed by the Procurement Act 2023 since 24 February 2025.

6. Review and complaints

This guide is reviewed annually. Raise concerns about access with the Clerk first. You may ask for an internal review and then complain to the Information Commissioner's Office.