|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| ***Class 1***  ***Who we are and what we do***  Organisation information, structures, locations and contacts  (This will be current information only) | | |
| Who’s who on the Council and its Committees | Website | Free |
| Contact details for Parish Clerk and Council members | Website | Free |
| Location of main council office | Website | Free |
| Staffing structure | Website | Free |
| ***Class 2***  ***What we spend and how we spend it***  Financial information relating to projected and actual income, expenditure, procurement, contracts and financial audit  (Current and previous years information) | | |
| Annual return form and report from auditor | Website | Free |
| Finalised budget | Hard Copy | See Below |
| Precept | Hard Copy | See Below |
| Borrowing approval letter | Hard Copy | See Below |
| Financial standing orders and regulations | Hard Copy | See Below |
| Grants given and received | Hard Copy | See Below |
| List of current contracts awarded and value of contract | Hard Copy | See Below |
| Members allowance and expenses | Hard Copy | See Below |
| ***Class 3***  ***What our priorities are and how we are doing***  Strategies and plans, performance indicators, audits, inspections and reviews – The Parish Plan  (Current and previous years as a minimum) | | |
| Annual Report to Parish Meeting | Website | Free |
| ***Class 4***  ***How we make decisions***  Decision making processes and records of decisions  (Current and previous council years as a minimum) | | |
| Timetable of all meetings | Website | Free |
| Agendas of all meetings | Website | Free |
| Minutes of all meetings | Website | Free |
| Responses to consultation papers | Hard Copy | See Below |
| Responses to planning applications | Hard Copy | See Below |
| ***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 * Committee and Sub-Committee terms of reference * Delegated authority in respect of officers * Code of conduct * Policy statements * Equality and diversity policy * Health and safety policy * Recruitment policies * Policies for handling requests of information * Complaints procedures | Hard Copy | See Below |
| Schedule of charges | Website | Free |
| ***Class 6***  ***List of Registers***  Currently Maintained lists and registers only | | |
| Assets Register | Hard Copy | See Below |
| Register of members interests | Hard Copy | See Below |
| Register of gifts and hospitality | Hard Copy | See Below |
| ***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) | | |
| Allotments | Website | Free |
| Community Centres and Village Halls | Website | Free |
| Bus Shelters | Website | Free |
| Parks, playing fields and recreational facilities | Website | Free |
| Seating, litter bins, clocks, memorials and lighting | Website | Free |

**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 per sheet (Black and White) – 10p | Actual Cost\* |
|  | Photocopying per sheet (Colour) – 20p | Actual Cost |
|  | Postage | Actual cost of Royal Mail standard 2nd Class |
| Statutory Fee |  | In accordance with the relevant legislation |
| Other | Cost of Retrieval | Clerks hourly rate |

\*The actual cost incurred by the Public Authority