Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
(Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
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)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost
Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee	Hard copy	Disbursement cost
meetings and parish meetings)	Web site	Dichurcoment cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – n.b. this will exclude	Hard copy	Disbursement cost
information that is properly regarded as private to the meeting	Web site	Diehousessel
Reports presented to council meetings – n.b. this will exclude	Hard copy	Disbursement cost

Responses to consultation papers Responses to planning applications Record procedures planning applications Record management policies and procedures for delivering our services and responsibilities) Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements Policies and procedures about the employment of staff: Equal Opportunities Statement Health and Safety Policy Recruttment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information) Record management policies (records retention, destruction and archive) Schedule of charges (for the publication of information and publication of inf	information that is properly regarded as private to the meeting	Web site	
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Bye-laws Class 5 - Our policies and procedures	Responses to planning applications		Disbursement cost
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Parks, playing fields and recreational facilities	Hard copy	Free of charge
	booking form	_
Seating, litter bins, clocks, memorials and lighting	Available for	Free of charge
	inspection	
Bus shelters	Available for	Free of charge
	inspection	
Newsletters	Delivered to all	Free of charge
	properties in	
	the parish	
A summary of services for which the council is entitled to recover	Hard copy	Disbursement cost
a fee, together with those fees (e.g. burial fees)	Web site	