

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)

Current and previous financial year statements of account

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

Members' allowances and expenses

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

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

Annual Report to Parish Meeting (current and previous year)

Quality status (not yet achieved)

Risk Assessment Review

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year (other years available) as follows:

Timetable of meetings (Council and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications

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

Policies and procedures for the provision of services and about the employment of staff

Internal policies relating to the delivery of services

Equality and diversity policy

Health and safety policy

Recruitment 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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

Class 6 – Lists and Registers

Currently maintained lists and registers only

(hard copy or website; some information may only be available by inspection)

Assets Register

Disclosure log (indicating the information that has been provided in response to requests;
recommended as good practice, but may not be held by parish councils)

Register of members' interests

Register of gifts and hospitality

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)

Seating

Bus shelter

Quarterly newsletter

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

SCHEDULE OF CHARGES

BASIS OF CHARGE

Disbursement cost

Photocopying @ 10p per
sheet (black & white)

Postage

Actual cost of Royal Mail
standard 2nd class