

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	APC Website See Councillors	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	APC Website See Contact the Clerk	None
Location of main Council office and accessibility details	Via appointment with the Clerk, Mrs Maggie Brown. Email: clerk@aymestrey.org Tel 07398 222 310	
Staffing structure	On request to the clerk.	None
<p>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 as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	On request to the clerk. APC Website	None
Finalised budget	On request to the clerk. APC Website	None
Precept	On request to the clerk.	None
Borrowing Approval letter	Not applicable.	

Financial Standing Orders and Regulations	On request to the clerk. APC Website	None
Grants given and received	On request to the clerk.	None
List of current contracts awarded and value of contract	On request to the clerk.	None
Members' allowances and expenses	Not applicable.	
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Parish Plan Document	None
Neighbourhood Development Plan	APC Website On request to the clerk.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	APC Website See Minutes of Annual Parish Meetings.	None
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	None.	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On request to the clerk. APC Website	
Agendas of meetings (as above)	On request to the clerk. APC Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On request to the clerk. APC Website	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	On request to the clerk.	
Responses to consultation papers	On request to the clerk.	
Responses to planning applications	On request to the clerk. Included in Minutes.	
Bye-laws	None.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	APC Website Not applicable. On request to the clerk. APC Website On request to the clerk.	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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	On request to the clerk.	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	On request to the clerk.	
Records management policies (records retention, destruction and archive)	On request to the clerk. APC Website	
Data protection policy	On request to the clerk. APC Website	
Schedule of charges (for the publication of information)	On request to the clerk.	
Reserves Policy	On request to the clerk. APC Website	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	On request to the clerk. APC Website	
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)	On request to the clerk.	
Register of members' interests	APC Website	
Register of gifts and hospitality	On request to the clerk.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not applicable.	

Burial grounds and closed churchyards	Not applicable.	
Community centres and village halls	Not applicable.	
Parks, playing fields and recreational facilities	Not applicable.	
Seating, litter bins, clocks, memorials and lighting	Not applicable.	
Bus shelters	Not applicable.	
Markets	Not applicable.	
Public conveniences	Not applicable.	
Agency agreements	Not applicable.	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk: Mrs Maggie Brown,
 Telephone: 07398 222 310
 Email: clerk@aymestrey.org

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 @ 10p 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; section 11B of the Freedom of Information Act or other enactments.
Other		

* the actual cost incurred by the public authority