



## INFORMATION PUBLICATION SCHEME 2018

INFORMATION TO BE PUBLISHED	ACCESSED FROM	COST
<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b> (organisational information, structures, locations and contacts)  <i><b>This will be current information only</b></i>	Website Noticeboard Hard Copy	Hard copies will be supplied at a cost of £5.00 per enquiry, plus 10p per envelope, plus 10p per copy, plus actual postage.
Members of the Council and Committees	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Full contact details for Clerk and Council Members	Website Noticeboard Hard Copy - Contact Clerk	Free Free See pricing schedule above
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  <i><b>Current and previous financial year as a minimum</b></i>	Website Hard Copy	
Financial Accounts	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Approved Budget	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Approved Precept	Website Hard Copy - Contact Clerk	Free See pricing schedule above

Financial Standing Orders and Regulations	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Expenditure Over £100.00	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Annual Return Form and Report by Auditor	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Loan Approval Letter	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Grants Given and Received	Website Hard Copy - Contact Clerk	Free See pricing schedule above
List of Current Contracts Awarded and Value of Contract	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Members' Allowances and Expenses	Not Applicable, No Allowances or Expenses Claimed	
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  <i>Current and previous year as a minimum</i>	Website Hard Copy	
Parish Plan	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Annual Report to Parish Meeting	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Quality Status	Not Applicable, No Quality Status Awarded	
Strategic Plan	Website Hard Copy - Contact Clerk	Free See pricing schedule above

<b>CLASS 4 – HOW WE MAKE DECISIONS</b> (Decision making processes and records of decisions)	Website Noticeboard Hard Copy	
Timetable of Meetings (Council, Committee/Sub-Committee Meetings and Parish Meetings)	Website Noticeboard Hard Copy - Contact Clerk	Free Free See pricing schedule above
Agendas of Meetings (Council, Committee/Sub-Committee Meetings and Parish Meetings)	Website Noticeboard Hard Copy - Contact Clerk	Free Free See pricing schedule above
Minutes of Meetings (Council, Committee/Sub-Committee Meetings and Parish Meetings)  <i>This will exclude information that is properly regarded as private to the meeting.</i>	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Reports Presented to Council Meetings  <i>This will exclude information that is properly regarded as private to the meeting.</i>	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Responses to Consultation Papers	Hard Copy - Contact Clerk	See pricing schedule above
Responses to Planning Applications	Hard Copy - Contact Clerk	See pricing schedule above
Bye-Laws	Not Applicable	

<p><b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p><i><b>This will be current information only</b></i></p>	<p>Website Hard Copy</p>	
<p>Policies and Procedures for the Conduct of Council Business:</p> <p>Procedural Standing Orders and Financial Regulations Committee and Sub-Committee Terms of Reference Delegated Authority in Respect of Officers Code of Conduct Policy Statements</p>	<p>Website Hard Copy - Contact Clerk</p>	<p>Free See pricing schedule above</p>
<p>Policies and Procedures for the Provision of Services and About the Employment of Staff:</p> <p>Internal Policies Relating to 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)</p>	<p>Hard Copy - Contact Clerk</p>	<p>See pricing schedule above</p>
<p>Data Protection Policies</p>	<p>Website Hard Copy - Contact Clerk</p>	<p>Free See pricing schedule above</p>
<p>Records Management Policies (records retention, destruction and archive)</p>	<p>Website Hard Copy - Contact Clerk</p>	<p>Free See pricing schedule above</p>
<p>Information Security Policy</p>	<p>Website Hard Copy - Contact Clerk</p>	<p>Free See pricing schedule above</p>

Schedule of Charges	Website Hard Copy - Contact Clerk	Free Free
<b>CLASS 6 – LISTS AND REGISTERS</b>  <i>Currently maintained lists and registers only</i>	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Assets Register	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Disclosure Log (indicating the information that has been provided in response to requests)	Website Hard Copy - Contact Clerk	See pricing schedule above
Register of Members' Interests	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Register of Gifts and Hospitality	Website Hard Copy - Contact Clerk	Free See pricing schedule above
<b>CLASS 7 – THE SERVICES WE OFFER</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  <i>Current information only</i>	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Allotments	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Greens, Playground, Playing Fields and Recreational Facilities	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Seats/ Benches and Litter Bins	Website Hard Copy - Contact Clerk	Free See pricing schedule above
<b>Additional Information</b>	None	

