| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| **Class1 - Who we are and what we do** | | |
| Who's who on the Council and its Committees | **Website** | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address | **Website** | |

| Class 2 – What we spend and how we spend it | | |
|---|---|---|
| **Class 2 – What we spend and how we spend it** | | |
| Annual return form and report by auditor | **Website** | |
| Finalised budget | **Website** | |
| Precept | **Website** | |
| Financial Standing Orders and Regulations | **Website** | |
| Grants given and received | **On Request** | |
| List of current contracts awarded and value of contract | **TO DO** | |

| Class 3 – What our priorities are and how we are doing | | |
|---|---|---|
| Annual Report to Parish | **May 20 Website** | |

| Class 4 – How we make decisions | | |
|---|---|---|
| Timetable of meetings | **Website** | |
| Agendas of meetings | **Website** | |
| Minutes of meetings N.B this will exclude information that is properly regarded as private to the meeting. | **Website** | |
| Reports presented to council meetings N.B this will exclude information that is properly regarded as private to the meeting. | **On Request** | |
| Responses to consultation papers | **On Request** | |
| Responses to planning applications (in minutes) | **Website** | |

## Class 5 – Our policies and procedures

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|---|---|---|
| Policies and procedures for the conduct of council business: <br>    o   Procedural standing orders <br>    o   Committee and sub-committee terms of reference <br>    o   Code of Conduct <br>    o   Policy statements | **Website** <br> **N/A** <br> **Website** <br> **Website** | |
| Policies and procedures for the provision of services and about the employment of staff: <br>    o   Internal policies relating to the delivery of services <br>    o   Equality and diversity policy <br>    o   Health and safety policy <br>    o   Policies and procedures for handling requests for information <br>    o   Complaints procedures (including those covering requests for information and operating the publication scheme) | **To be updated** | |
| Information security policy | | |
| Records management policies (records retention, destruction and archive) | **On request** | |
| Data protection policies | | |
| Schedule of charges | | |

| Class 6 – Lists and Registers | | |
|---|---|---|
| Register of gifts and hospitality | | |
| Asset Register | **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** | |
| Register of members' interests | | |

| Additional Information<br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Kerry Finlayson
Parish Clerk