

Information to be published CHARLEY PARISH COUNCIL	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Web site or hard copy	Free 10p per sheet
Who's who on the Council and its Committees	Web site or hard copy	Free 10p per sheet
Contact details for Parish Clerk Council members	Brian Duncombe clerk@charleyparishcouncil.org.uk Web site	
Telephone between 16.00 and 18.00 hours	01530 831383	
Staffing structure	Clerk; part time	
Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)		
Annual return form and report by auditor	Web site or hard copy	Free 10p per sheet
Finalised budget	Web site or hard copy	Free 10p sheet
Precept	Web site or hard copy	Free 10p sheet

Financial Standing Orders and Regulations	Web site or hard copy	Free/10p
Grants given and received	Web site or hard copy	Free 10p sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Web site or hard copy	Free 10p sheet
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		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site or hard copy	Free 10p sheet
Quality status	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web site Newsletter Hard copy	Free Free 10p sheet

Agendas of meetings (as above)	Web site: Parish Notice Board hardcopy	Free 10p sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Free 10p sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Free 10p sheet
Responses to consultation papers	Web site or hard copy	Free 10p sheet
Responses to planning applications	Web site or hard copy	Free 10p
Bye-laws	N/A	
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 Code of Conduct Policy statements	Web site or hard copy -contact Clerk Web site or hard copy- contact Clerk Web site Hard copy	Free 10p per sheet Free 10p sheet Free 10p sheet

Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme.)	Web site or hard copy Web site – or contact Clerk Web site - or contact Clerk	Free 10p sheet
Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	Web site Hard copy	Free 10p sheet
Data protection policies	Web site	Free
Schedule of charges (for the publication of information)	Contact Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection – contact Clerk	
Assets register	Web Hard copy	Free 10p sheet
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)	n/a	
Register of members’ interests	Web Inspection-contact Clerk	Free
Register of gifts and hospitality	Hard copy – contact Clerk	

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)	
All services offered by Charley Parish Council	Web site Hard copy	Free 10p sheet
Parish Newsletter: June; December	Delivered to residents; web site or hard copy	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Should you require information not found on this list, please inform the Clerk.		
01530 831383		

