

Information available under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, it will be marked as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
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Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

Current information only

List of Council members, plus details of any representation on local bodies	Website or Hard copy	Free 5p per sheet
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Contact postal and email addresses for Parish Clerk and Council members	Website or Hard copy	Free 5p per sheet
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Class 2 - What we spend and how we spend it

Financial information about projected and actual income and expenditure.

Statement of accounts and internal audit report in the format included in the annual return form

Finalised budget	Website or Hard copy	Free 5p per sheet
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Precept	Website or Hard copy	Free 5p per sheet
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Expenditure of £100	Website or Hard copy	Free 5p per sheet
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Financial Standing Orders and Regs	Website or Hard copy	Free 5p per sheet
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Grants received	Website or Hard copy	Free 5p per sheet
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Class 3 - What are priorities are and how we are doing

Strategies and plans, audits, reviews and inspections

Annual governance statement in format included in the annual return form	Website or Hard copy	Free 5p per sheet
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Annual report to Parish and Community meeting	Website or Hard copy	Free 5p per sheet
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Cemetery memorial inspections	Website or Hard copy	Free 5p per sheet
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Class 4 - How we make decisions

Decision making process and records of decisions		
Timetable of meetings	Website or Hard copy	Free 5p per sheet
Agendas of meetings	Website or Hard copy	Free 5p per sheet
Minutes of meetings (excluding information that is properly considered to be exempt from disclosure)	Website or Hard copy	Free 5p per sheet
Reports presented to council meetings (excluding information that is properly considered exempt from disclosure)	Website or Hard copy	Free 5p per sheet
Responses to planning applications	BDC Website	Free

Class 5 - Our policies and procedures

Current written policies and procedures for delivering services and responsibilities including:

Standing Orders	Website or	Free
Code of Conduct	Hard copy	5p per sheet
Financial Regs		
Cemetery Regs		
Memorial Management policy		
Privacy policy		

Class 6 - Registers

Register of members interests (if any)	Hard copy email to Clerk	5p per sheet Free
Assets register, including buildings and land	Hard copy email to Clerk	5p per sheet Free
Register of hospitality and gifts received (if any)	Hard copy email to Clerk	5p per sheet Free

Class 7 - Services we offer

Information about the services we offer including leaflets, newsletters		
Burial grounds (inc fees)	Hard copy	5p per sheet
Community Centre	email to Clerk	Free
Benches		
Bus shelters		
Quarterly newsletter		

Schedule of Charges

Photocopying - 5p per sheet

Postage - current rate of standard 2nd class

Contact details

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