The information below outlines what information is available from the Parish Council, in what format and the appropriate costs applicable in order to obtain the information. Some items are available by E-mail upon request.   Contact details are available from the link on the Home Page.

The costs to residents are as outlined below :
(a)   accessing information on our website ……… no charge
(b)   requesting information which is readily
          available to be sent via email ……………….. no charge
(c)   requesting information which needs to
          be researched, sent via email ………………. administrative cost *
(d)   providing paper copy of information ………… copying/administrative costs *

* Copying/Administrative costs :
- Copying costs are 10p per side
- Administrative costs are pro-rata clerks current hourly rate
- Packing and postage costs re-charged at cost

Class 1	Website		Paper
Description : Who we are and what we do *(current information only)*			
1. Who's who on the Council	Yes		Yes
2. Contact details for Clerk and Council members	Yes		Yes

Class 2	Website		Paper
Description : What we spend and how we spend it *(current and previous financial year, plus projected budget for next year where available)*			
1. Annual Return Form & Report by Auditor	Yes		Yes
2. Finalised Budget	Yes		Yes
3. Precept	Yes		Yes
4. Financial Standing Orders & Regulations	No		Yes
5. Grants given and received	Yes		Yes
6. Members allowances & expenses	Yes		Yes

Class 3	Website		Paper
Description : What our priorities are and how we are doing *(strategies & plans, performance indicators, audits, inspections and reviews)*			
1. Annual Report to Parish or Community meeting (current year and previous year)	Yes		Yes
2. React to Parish Plan when received	Yes		Yes

Class 4	Website		Paper
Description : How we make decisions (current and previous year)			
1. Agendas of ALL meetings	Yes		Yes
2 Minutes of meetings (except confidential minutes not available to the public)	Yes		Yes
3. Reports presented to Council meetings (except confidential reports not available to public)	Yes		Yes
4. Responses to consultation papers	No		Yes
5. Responses to planning applications	No		Yes

Class 5	Website		Paper
Description : Our Policies & Procedures *(current information only)*			
1. Policies & Procedures relating to the conduct of Council business (eg Standing Orders, Terms of Reference, Delegates authority, Code of Conduct, Policy Statements)	No		Yes
2. Policies & Procedures relating to the employment of staff (eg where adopted - Equality & Diversity, Health & Safety, Recruitment Policy, Complaints Policy) This does not apply to confidential personnel matters.	No		Yes
3. Data Protection	No		Yes
4. Records Management	No		Yes

Class 6	Website		Paper
Description : Lists and Registers *(current only)*			
1. Assets Register	No		Yes
2. Disclosure Log (record of requests)	No		Yes
3. Register of Members' Interests	No		Yes
4. Register of gifts and hospitality	No		Yes

Class 7	Website		Paper
Description : The services we offer – including leaflets, guidance & newsletters *(current only)*			
1. Parks, Playing Fields & Recreational facilities	No		Yes
2. Seating, litter bins, memorials and signs	No		Yes
3. Lighting & General Maintenance	No		Yes