

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Clerk/Noticeboard /Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk/Noticeboard/Website	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	All through Clerk/Website	
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard / Clerk / website	
Agendas of meetings (as above)		

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Noticeboard / Clerk / website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to planning applications	Clerk	
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 Complaints Policy Financial regulations Public Participation	All through Clerk/website	
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	all - Clerk / website	
Register of members' interests		
Register of gifts and hospitality		

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .p per sheet (black & white)	Actual cost *
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority