

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	Email Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council members	Email Hard copy	Free 10p per sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Email Hard copy	Free 10p per sheet
Finalised budget	Email Hard copy	Free 10p per sheet
Precept	Email Hard copy	Free 10p per sheet
Financial Standing Orders and Regulations	Email Hard copy	Free 10p per sheet
Grants given and received	Email Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	Email Hard copy	Free 10p per sheet
Members' allowances and expenses	Email Hard copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Chairman Annual Report to Parish or Community Meeting	Email Hard copy	Free 10p per sheet
Quality status	N/A	N/A

Class 4 – How we make decisions		
Timetable of meetings	Email Hard copy	Free 10p per sheet
Agendas of meetings (as above)	Email Hard copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p per sheet
Responses to consultation papers	Email Hard copy	Free 10p per sheet
Responses to planning applications	Email Hard copy	Free 10p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct	Email Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: List Policies and Procedures here	Email Hard copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Email Hard copy	Free 10p per sheet

Class 6 – Lists and Registers		
Assets register	Email Hard copy	Free 10p per sheet
Register of members' interests	Email Hard copy	Free 10p per sheet
Register of gifts and hospitality	Email Hard copy	Free 10p per sheet
Class 7 – The services we offer		
Recreational facilities		
Seating, litter bins,		
Bus shelter		

Contact details:

John Fleming - Clerk to the Parish Council
Email: melmerbypc@gmail.org
Telephone: 07768 468 634

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 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As identified in the aforementioned policy	In accordance with the relevant legislation

