

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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><b>Class 2 – What we spend and how we spend it</b>            (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> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p>	All through Clerk/Website	
<p><b>Class 4 – How we make decisions</b>            (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	
<b>Class 5 – Our policies and procedures</b> (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)		
<b>Class 6 – Lists and Registers</b>		
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.

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

\* the actual cost incurred by the public authority