



Grants given and received	N/A	
List of current contracts awarded and value of contract	Parish Clerk	Free via e mail or 10p per copy
Members' allowances and expenses	None claimed	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Parish Clerk	Free via e mail or 10p per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk	Free via e mail or 10p per copy
Local charters drawn up in accordance with DCLG guidelines	Parish Clerk	Free via e mail or 10p per copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Agendas of meetings (as above)	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	Free via e mail or 10p per copy
Responses to consultation papers	Parish Clerk	Free via e mail or 10p per copy
Responses to planning applications	Parish Clerk or WLBC	Free via WLBC

	website	website or 10p per copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Parish Clerk or website	Free or 10p per copy
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk or website	Free or 10p per copy
Data protection policy	Parish Clerk or website	Free or 10p per copy
Schedule of charges (for the publication of information)	Parish Clerk	Free via e mail
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		

Assets Register	Parish Clerk or website	Free or 10p per copy
Register of members' interests	Parish Clerk	Free or 10p per copy
Register of gifts and hospitality	Parish Clerk	Free or 10p per copy
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Village hall	Parish Clerk or website	Hall hire application form and conditions of hire Free via e mail
Playing Field and play area	Parish Clerk	Free via e mail
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter		Free distributed to all households in Hildale

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Updated and ratified at Parish Council Meeting 28/07/22