



| Information to be published | How the information can be obtained | Cost |
|---|--|-------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | hard copy or website | |
| Who's who on the Council and its Committees | hard copy or website or contact clerk | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | hard copy or website or contact clerk | |
| Location of main Council office and accessibility details | hard copy or website or contact clerk | |
| <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> | | |



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| Annual return form and report by auditor | Hard copy or contact clerk | |
| Finalised budget | Hard copy or contact clerk | |
| Precept | Website – through minutes – hard copy or contact clerk | |
| Financial Standing Orders and Regulations | | |
| Grants given and received | Website – through minutes – hard copy or contact clerk | |
| List of current contracts awarded and value of contract | Website – through minutes – hard copy or contact clerk | |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | (hard copy or website) | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | hard copy or website or contact clerk | |
| <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> | (hard copy or website) | |



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| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | hard copy or website or contact clerk | |
| Agendas of meetings (as above) | hard copy or website or contact clerk | |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | hard copy or website or contact clerk | |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | hard copy or website or contact clerk | |
| Responses to consultation papers | hard copy or contact clerk | |
| Responses to planning applications | Website – through minutes – hard copy or contact clerk | |
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| Class 5 – Our policies and procedures (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 | hard copy or website or contact clerk Website – through minutes – hard copy or contact clerk Website – through minutes – hard copy or contact clerk | |



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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Job Description – Clerk</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> | |
| <p>Schedule of charges (for the publication of information)</p> | <p>Web site – Hard copy – contact clerk</p> | |
| <p>Class 6 – Lists and Registers</p> | | |
| <p>Currently maintained lists and registers only</p> | | |
| <p>Assets register</p> | <p>Hard copy – Contact clerk</p> | |
| <p>Register of members interests</p> | <p>Held at SKDC</p> | |
| <p>Declaration of Acceptance of Office</p> | <p>Hard copy- Contact clerk</p> | |



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| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |
| Cemetery | Hard copy – Contact clerk | |
| Parks, playing fields and recreational facilities | Hard copy – Contact clerk | |
| Bus shelters | Hard copy – Contact clerk | |
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Contact details:

Parish Clerk- Mrs Catherine Clarke
16 Tinsley Close
Claypole
Newark
Notts
NG23 5BS

E mail- claypolepcclerk@btinternet.com

Web site- <http://parishes.lincolnshire.gov.uk/claypole>



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 25p per sheet (black & white) | Actual cost * |
| | Photocopying 50p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard first class |
| | | |
| Statutory Fee | There will be a £10.00 minimum charge to include one hour of the clerk's time. Thereafter there will be a charge of £5.00 per 30 minutes. | In accordance with the relevant legislation (quote the actual statute) |

* the actual cost incurred by the public authority