**Adopted 4th September 2024– reviewed**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| ***Class 1 – Who we are and what we do***  *(Organisational information, structures, locations & contacts)*  *This will be current information only* |  |  |
| Who’s who on the Council and its Committees | Parish Noticeboards/website  Paper copy | FOC  10p per page\* |
| Contact details for Parish Clerk and Council members | Parish Noticeboards/website  Paper copy | FOC  10p per page\* |
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| ***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)* |  |  |
| Annual Report form and report by auditor | Paper copy  Noticeboard | 10p per page\*  FOC |
| Finalised budget | Paper copy | 10p per page\* |
| Grants given & received | Paper copy | 10p per page\* |
| List of current contracts awarded | Paper copy | 10p per page\* |
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| ***Class 3 – What our priorities are and how we are doing***  *(Strategies & plans, performance indicators, audits, inspections and reviews)* |  |  |
| Chairman’s Annual Report to Parish Meeting | Paper copy | 10p per page\* |
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| ***Class 4 – How we make decisions***  *(Decision making processes and records of decisions)*  *Current and previous council year as a minimum* |  |  |
| Timetable of meetings (Council, Committees & Parish Meetings) | Parish Noticeboards/Website  Paper Copy | FOC  10p per page\* |
| Agendas of Meetings | Noticeboards/Website/Paper copy at Meeting  Paper copy at a later date | FOC 10p per page |
| Minutes of Meetings (this will exclude information that is properly regarded as private to the meeting) | Website / Paper copy at Meeting  Paper copy at a later date | FOC  10p per page\* |
| Responses to consultation papers | Paper Copy | 10p per page\* |
| Responses to planning applications (Minutes of Planning Committee Meetings) | Website/Paper copy at Meeting  Paper copy at a later date | FOC  10p per page\* |
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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 |  |  |
| Policies and procedures for the conduct of council business:  Committee & Working Group Terms of Reference  Code of Conduct  Policy Statements | Website  Paper copy | FOC  10p per page |
| Recruitment policies including current vacancies  Policies and procedures for handling requests for information  Complaints procedures (incl those covering requests for information and operating the publication scheme) | Parish Noticeboards  Paper copy | FOC  10p per copy\* |
| Information security policy  Records management policies  Data protection policies | Confidential |  |
| **Class 6 – Lists & Registers**  Currently maintained lists & registers only |  |  |
| Any publicly available register or list | Paper copy | 10p per page\* |
| Assets Register | Paper copy | 10p per page\* |
| Register of members’ interests | Application to Herefordshire Council |  |
| Register of gifts and hospitality | Application to Herefordshire Council |  |
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| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only |  |  |
| Playing Field & recreational facilities | Paper copy | 10p per page\* |
| War Memorial |  |  |
| Emergency Plan | Application to Herefordshire Council |  |
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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) |  |  |
| \*Photocopying @ 10p per page (black & white) – printing or photocopying costs |  |  |
| \*Postage – Actual cost of Royal Mail standard 2nd class |  |  |

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