

Classes of Information

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Information	Format	Charge
Who's who on the Council and its Committees	Website	Free
	Hard Copy	A4 - 10p per sheet
Contact details for the Parish Clerk and Council members (with telephone numbers and addresses)	Website	Free
	Hard Copy	A4 - 10p per sheet
Staffing structure	Website	Free
	Hard Copy	A4 - 10p per sheet

Class 2 - What we spend and how we spend it

(Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit)

Information	Format	Charge
Annual Return form (AGAR) and report from the internal and external auditors (as applicable)	Website	Free
	Hard Copy	A4 - 10p per sheet
Finalised budgets	Hard Copy	A4 - 10p per sheet
Precept	Hard Copy	A4 - 10p per sheet
Financial Regulations	Website	Free
	Hard Copy	A4 - 10p per sheet
Grants given and received	Hard Copy	A4 - 10p per sheet
Members' allowances and expenses	Hard Copy	A4 - 10p per sheet
List of current contracts awarded	Hard Copy	A4 - 10p per sheet

Class 3 - What our priorities are and how we are doing

(Audits, inspections and reviews)

Information	Format	Charge
Inspections (Goose Green playground)	Hard Copy	A4 - 10p per sheet
Annual Report to Annual Parish Meeting	Website	Free
	Hard Copy	A4 - 10p per sheet
Audit reports	Website	Free
	Hard Copy	A4 - 10p per sheet

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Information	Format	Charge
Timetable of meetings (Council, any committees or sub-committee meetings and community meetings)	Website	Free
	Hard Copy	A4 - 10p per sheet
Agendas for meetings (as above)	Website	Free
	Hard Copy	A4 - 10p per sheet
Minutes of meetings (as above) except material considered exempt from disclosure	Website	Free
	Hard Copy	A4 - 10p per sheet
Reports presented to Council meetings except material considered exempt from disclosure	Hard Copy	A4 - 10p per sheet
Responses to consultation papers	Hard Copy	A4 - 10p per sheet
Responses to planning applications	Website (see local authority website - Tendring District Council)	Free

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	Format	Charge
Policies and procedures for the conduct of council business:	Website	Free
<ul style="list-style-type: none">• Procedural Standing Orders• Committee and Sub-Committee terms of reference• Delegated authority in respect of officers• Code of Conduct	Hard Copy	A4 - 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
<ul style="list-style-type: none">• 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• Vexatious Complaints policy	Hard Copy	A4 - 10p per sheet

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	Format	Charge
Information Security policy	Website	Free
	Hard Copy	A4 - 10p per sheet
Records management policies (document retention, destruction and archive)	Website	Free
	Hard Copy	A4 - 10p per sheet
Data protection policies (GDPR)	Website	Free
	Hard Copy	A4 - 10p per sheet

Class 6 - Lists and Registers

(Currently maintained lists and registers only)

Information	Format	Charge
Assets Register	Website	Free
	Hard Copy	A4 - 10p per sheet
Register of Members' interests	Website	Free
	Hard Copy	A4 - 10p per sheet
Any publicly available register or list owned by the Parish Council	Website	Free
	Hard Copy	A4 - 10p per sheet

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information

Format

Charge

Playing field and recreational facilities

Website

Free

Hard Copy

A4 - 10p per sheet

Seating, litter bins and memorial garden

Website

Free

Hard Copy

A4 - 10p per sheet