

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard copy, website and Ewelme News</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hard copy, website and Ewelme News</p>	

Location of main Council office and accessibility details		
Staffing structure		
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website	
Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Borrowing Approval letter		
All items of expenditure above £100	Hard copy and website	

Financial Standing Orders and Regulations		
Grants given and received	Hard copy and website	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses		
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Hard copy or website	
Annual governance statement in format included in the Annual Return form	Hard copy and website	
Parish Plan		
Annual Report to Parish or Community Meeting	Hard copy and website	

Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<p>Class 4 – How we make decisions</p> <p>(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)	Hard copy, website and Ewelme News.	

Agendas of meetings (as above)	Hard copy, website and noticeboards.	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy, website and noticeboards.	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	
Responses to consultation papers		
Responses to planning applications	Hard copy and website	
Bye-laws		
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of Council business:	Hard copy and website	

<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 • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard copy and website</p>	
<p>Records management, personal data and access to information policies</p>	<p>Hard copy and website</p>	

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy and website	
Assets register, including details of public land and building assets	Hard copy and website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members’ interests	Hard copy and website	
Register of gifts and hospitality		

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy and website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	
Bus shelters	Hard copy and website	
Markets		
Public conveniences		
Agency agreements		
<p>Services for which we are entitled to recover a fee and details of those fees (eg burial fees)</p>		

Additional Information		
Information not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		