

**Class 1 –**

**Who we are and what we do.<sup>1</sup>**

Who is who on the Council and its' committees.  
Contact details for the Parish Clerk and Council members  
  
Location of office and accessibility details  
  
Staffing structure.

**How the information can be obtained.<sup>2</sup> Cost.**

Noticeboard Website.  
Noticeboard/website for Clerk.  
Councillors via Clerk  
Noticeboard, web site  
By prior appointment (private house)  
Web site.

**Class 2 – What we spend and how we spend it. <sup>3</sup>**

Current and previous financial year only.  
  
Annual return form and report by auditor  
Financial Standing Orders and Regulations  
Precept  
Grants given and received

Available via the web site (minutes)  
Hard copy 10p/sheet  
Web site Free  
\*\*Hard copy only\*\* 10p/sheet.

**Class 3 – what our priorities are and how we are doing.<sup>4</sup>**

Available via website  
Parish Plan  
Annual Report to the Parish Assembly.  
Quality status

Hard copy 10p/sheet.  
  
Not a Quality Council.

**Class 4 - How we make decisions. <sup>5</sup>**

Timetable of meetings  
Agendas of meetings  
Minutes of meetings  
  
Reports presented to Council  
Responses to consultation papers  
Responses to planning applications

Available via website  
Hard copy 10p/Sheet  
Website/ Notice-board  
Website /Noticeboard  
Website 10p/Sheet  
Hardcopy  
Within the minutes  
Within the minutes  
Within the minutes.

**Class 5 – Our policies and procedures. <sup>6</sup>**

Policies and procedures for the conduct of council business.  
Procedural standing orders  
Code of Conduct.  
Policies and procedures for the provision of services.  
Policy for handling requests for information.  
Document Retention Policy  
Data Protection Policy  
Grants Policy.  
Complaints procedure.

Hard copy 10p/sheet.  
  
Web site & hard copy.  
By appointment with the Clerk

**Class 6 – Lists and registers.<sup>7</sup>**

Hard copy or available by inspection via appointment with the Clerk

<sup>1</sup> (Organisational information, structures, locations and contacts.)

<sup>2</sup> (Parish notice board, hard copy or web site)

<sup>3</sup> (Financial information relating to projected and actual income and expenditure and financial audit. ( Current written protocols, policies and procedures for delivering our services and responsibilities)

<sup>4</sup> (strategies, plans, performance indicators, audits, inspections and reviews.

<sup>5</sup> (Decision making processes and records of decisions)

<sup>6</sup> ( Current written protocols, policies and procedures for delivering our services and responsibilities)

<sup>7</sup> (currently maintained lists and registers only)

Asset Register Hard copy 10p a sheet.  
Register of Members Interests.  
Register of gifts and hospitality

Held by Scarborough Borough Council  
Held by Scarborough Borough Council

**Class 7 – The services we offer.**

Information about our services, leaflets, guidance and newsletters.

Hard copy only

10p/Sheet

Seating, litter bins, street lighting, Memorials.  
Playing fields and parks  
Village halls.  
Agency agreements.

**Contact details:-**

Clerk to the Council.  
Mrs N Hayden-Craggs,  
2 St Johns Avenue  
Bridlington  
East Yorkshire  
YO16 4NG

**SCHEDULE OF CHARGES.**

Type of Charge  
Disbursement cost

Description  
Photocopying

Basis of Charge.  
10p a sheet

Actual cost

Postage

Actual cost, 2<sup>nd</sup> class Royal mail.

Other.

Research fee for retrieval of material which has been archived.

Hourly rate of pay for Clerk