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| **Classification** | **Category** | **How to obtain the Information** | **Cost** |
| Class 1Organisation | Organisational information | Parish WebsiteParish Notice BoardsBy email By Post / telephone the Clerk  | No ChargeNo ChargeNo Charge10p / sheet |
|  | Parish Clerk contact details | Parish WebsiteParish Notice Boards | No ChargeNo Charge |
|  | Councillor and Committee Membership | Parish WebsiteBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
| Class 2Financial | Annual return and external auditors comments | Parish WebsiteBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
|  | Finalised Precept | Parish Website via relevant minutesBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
|  | S137 donations | Parish Website via relevant minutesBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
|  | Grants received | By EmailBy Post / telephone the Clerk | No Charge10p / sheet |
|  | Financial Analysis | Parish Website via relevant minutesBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
| Class 3 Strategies / performance indicators | Internal Audit Reports | Parish WebsiteBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
| Class 4Decision making process and records | Meeting Dates | Parish WebsiteParish Notice BoardsBy EmailBy Post / telephone the Clerk | No ChargeNo ChargeNo Charge10p / sheet |
|  | AgendasCurrentHistoric | Parish WebsiteParish Notice BoardBy EmailBy EmailBy Post / telephone the Clerk | No ChargeNo ChargeNo ChargeNo Charge10p / sheet |
|  | MinutesNote: this will exclude information that is properly regarded as private to the meeting | Parish WebsiteBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
|  | Reports presented to Council meetingsNote: this will exclude information that is properly regarded as private to the meeting | By EmailBy Post / telephone the Clerk | No Charge10p / sheet |
|  | Responses to consultation papers | By EmailBy Post / telephone the Clerk | No Charge10p / sheet |
|  | Responses to planning applications | Parish WebsiteBy EmailBy Post / telephone the Clerk | No ChargeNo Charge10p / sheet |
| Class 5 Policies and Procedures | Standing Orders | Parish WebsiteBy EmailBy Post / telephone the Clerk | No Charge£1.00 |
|  | Code of Conduct | Parish WebsiteBy EmailBy Post / telephone the Clerk | No Charge£1.00 |
|  | Financial Regulations | Parish WebsiteBy EmailBy Post / telephone the Clerk | No Charge£1.00 |
| Class 6Lists and Registers | Assets Register | By EmailBy Post / telephone the Clerk | No Charge10p / sheet |
|  | Register of members interest | Held by T&M Borough Council; via link below<https://democracy.tmbc.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13362> |  |