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| **Classification** | **Category** | **How to obtain the Information** | **Cost** |
| Class 1  Organisation | Organisational information | Parish Website  Parish Notice Boards  By email  By Post / telephone the Clerk | No Charge  No Charge  No Charge  10p / sheet |
|  | Parish Clerk contact details | Parish Website  Parish Notice Boards | No Charge  No Charge |
|  | Councillor and Committee Membership | Parish Website  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
| Class 2  Financial | Annual return and external auditors comments | Parish Website  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
|  | Finalised Precept | Parish Website via relevant minutes  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
|  | S137 donations | Parish Website via relevant minutes  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
|  | Grants received | By Email  By Post / telephone the Clerk | No Charge  10p / sheet |
|  | Financial Analysis | Parish Website via relevant minutes  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
| Class 3  Strategies / performance indicators | Internal Audit Reports | Parish Website  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
| Class 4  Decision making process and records | Meeting Dates | Parish Website  Parish Notice Boards  By Email  By Post / telephone the Clerk | No Charge  No Charge  No Charge  10p / sheet |
|  | Agendas  Current  Historic | Parish Website  Parish Notice Board  By Email  By Email  By Post / telephone the Clerk | No Charge  No Charge  No Charge  No Charge  10p / sheet |
|  | Minutes  Note: this will exclude information that is properly regarded as private to the meeting | Parish Website  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
|  | Reports presented to Council meetings  Note: this will exclude information that is properly regarded as private to the meeting | By Email  By Post / telephone the Clerk | No Charge  10p / sheet |
|  | Responses to consultation papers | By Email  By Post / telephone the Clerk | No Charge  10p / sheet |
|  | Responses to planning applications | Parish Website  By Email  By Post / telephone the Clerk | No Charge  No Charge  10p / sheet |
| Class 5  Policies and Procedures | Standing Orders | Parish Website  By Email  By Post / telephone the Clerk | No Charge  £1.00 |
|  | Code of Conduct | Parish Website  By Email  By Post / telephone the Clerk | No Charge  £1.00 |
|  | Financial Regulations | Parish Website  By Email  By Post / telephone the Clerk | No Charge  £1.00 |
| Class 6  Lists and Registers | Assets Register | By Email  By Post / telephone the Clerk | No Charge  10p / 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> |  |