**Information Available and Charges under the Publication Scheme**

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| **Information Available** |
| **Class1 - Who we are and what we do**(Organisational information, structures, locations and contacts) This will be current information only. |
| **Class 2 – What we spend and how we spend it**(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum |
| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, audits, inspections and reviews) This will be current information only. |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions) Current and previous council year as a minimum |
| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities) This will be current information only. |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only |
| **Class 7 – The services we offer**(Information about the services we offer) Current information only |
| **How the information can be obtained** |
| This information can be obtained by contacting the Parish Clerk (See contact details below) Generally the information is available in hard copy or electronic copy via email; although some information may only be available by inspection. |
| **Schedule of Charges** |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement costs** | Photocopying @ 10p per sheet (black & white) | Actual cost  |
|  | Photocopying @ 20p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class. |
|  | Electronic Copies via email are free of charge. | n/a |
| **Contact Details** |
| Parish Clerk | Stephanie LaceyBeech Villa, Wrelton Cliff RoadWrelton, PickeringYO18 8PJ | Tel: 01751 477325Email: hubypc@outlook.com |