

## Boughton under Blean Parish Council *Information available under the publication scheme*

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>Current information only</i>		
Who's who on the Council and its Committees	hard copy and/or website	Charge/Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website	Charge/Free
Location of main Council office and accessibility details	hard copy and/or website	Charge/Free
Staffing structure	hard copy and/or website	Charge/Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	hard copy and/or website	Charge/Free
Finalised budget	hard copy and/or website	Charge/Free
Precept	hard copy and/or website	Charge/Free
Financial Standing Orders and Regulations	hard copy and/or website	Charge/Free
Grants given and received	hard copy and/or website	Charge/Free
List of current contracts awarded and value of contract	hard copy <i>(some information may only be available by inspection)</i>	Charge
Members' allowances and expenses	hard copy and/or website	Charge/Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting ( <i>current and previous year as a minimum</i> )	hard copy and/or website	Charge/Free

<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	Charge/Free
Agendas of meetings (as above)	hard copy and/or website	Charge/Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	Charge/Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	Charge/Free
Responses to consultation papers	hard copy and/or website	Charge/Free
Responses to planning applications	hard copy and/or website	Charge/Free
Bye-laws	hard copy and/or website	Charge/Free
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy and/or website	Charge/Free
Policies and procedures for the provision of services and about the employment of staff including: Equality & Diversity policy Lone Worker policy Policies and procedures for handling requests for information Complaints procedures	hard copy and/or website	Charge/Free
Records management policies (records retention, destruction and archive)	hard copy and/or website	Charge/Free
Data protection policies	hard copy and/or website	Charge/Free
Schedule of charges (for the publication of information)	hard copy and/or website	Charge/Free

<b>Class 6 – Lists and Registers</b>		
Some information may only be available by inspection <i>Currently maintained lists and registers only</i>		
Assets Register	hard copy and/or website	Charge/Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy and/or website <i>(some information may only be available by inspection)</i>	Charge/Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	hard copy and/or website	Charge/Free
Register of members' interests	hard copy and/or website	Charge/Free
Register of gifts and hospitality	hard copy and/or website	Charge/Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Recreational facilities, cemetery, public toilets, bus shelters, allotments	hard copy and/or website	Charge/Free
<b>Additional Information</b>		Charge
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs S. Muteham**

**Proper Officer / Responsible Finance Officer**

**Email: [clerk@boughtonunderblean-pc.gov.uk](mailto:clerk@boughtonunderblean-pc.gov.uk)**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred
	Photocopying @ 30p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Current limit £450	In accordance with the relevant legislation