

Information available from BOSTON SPA PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy	20p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy	% ₀₀
Location of main Council office and accessibility details	Hard copy	% ₀₀
Staffing structure	Clerk only	% ₀₀
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)		
Annual return form and report by auditor	Hard copy	% ₀₀
Finalised budget	Hard copy	% ₀₀
Precept	Hard copy	% ₀₀
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	% ₀₀
Grants given and received	Hard copy	% ₀₀
List of current contracts awarded and value of contract	Hard copy	9
Members allowances and expenses	Hard copy	% ₀₀

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	%
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	%
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	%
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	%
Agendas of meetings (as above)	Hard copy	%
Minutes of meetings (as above) . nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	%
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	%
Responses to consultation papers	Hard copy	%
Responses to planning applications	Hard copy	%
Bye-laws	Non existing	
Written record of an officer's delegated decisions (The openness of Local Government bodies Regulations 2014)	Hard Copy	%
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Hard copy N/A N/A	%

Code of Conduct	Hard copy	%
Policy statements	N/A	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	N/A	
Health and safety policy	N/A	
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Hard copy	%
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	%
Information security policy	Hard copy.	%
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard copy	%
Schedule of charges (for the publication of information)	Hard copy	9
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	%
Assets Register	Hard copy	9
Disclosure log	N/A.	
Register of members' interests	Hard copy	9
Register of gifts and hospitality	Hard copy	%
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection	
Allotments	Hard copy	9
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy	9
Parks, playing fields and recreational facilities	Hard copy	%
Seating, litter bins, clocks, memorials and lighting	Hard copy	9
Bus shelters	Hard copy	%

Markets	Hard copy.	‰
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information None		

Contact details:

Boston Spa Parish Council

Clerk to the Parish Council: Deborah Marshall, c/o The Village Hall, 199, High Street, Boston Spa LS23 6AA

Telephone: 07864 649565; e-mail: clerk@bostonspapc.org.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.20 per sheet (black & white)	Actual cost £0.20p
	Photocopying @ £0.40p per sheet (colour)	Actual cost £0.40p
	Postage	Actual cost of Royal Mail *standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority