



Information available from Boston Spa Parish Council under the model publication scheme

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the categories below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

There are 7 different categories in the scheme, covering the information concerning the normal business activities of the Council and how it will be provided to you:

- Who we are and what we do - organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing - strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures - current written protocols for delivering our functions and responsibilities.
- Lists and registers - information held in registers required by law and other lists and registers relating to the functions of the Council.
- The services we offer - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

How will information published under this scheme be made available?

If you wish to request copies of any of the information which is available to the public, please contact the Clerk to Boston Spa Parish Council whose details are given below. Where a request for information is received, we must send you a response within 20 working days. That response must either be the provision of the information, or a refusal notice drawn up in accordance with the provisions of the legislation.

Contact details:

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@bostonpapc.org.uk

Where practical the Council will endeavour to publish as much information as possible made available through this scheme on its website (bostonpapc.org.uk). Where it is impracticable to make information available on our website or if you do not wish to access the information by the website, we have indicated how information can be obtained, and how we will provide it by other means. In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details have been provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Information to be published	How the information can be obtained
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Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website	Hard Copy
List of Council members and contact details	https://www.bostonspapc.org.uk/Members_26754.aspx	20p per A4 sheet
Contact details for Parish Clerk	https://www.bostonspapc.org.uk/Contact_Us_26767.aspx	“
Location of main Council office and accessibility details	https://www.bostonspavillagehall.co.uk/facilities	“
A list of Committees and their members	Hard Copy	“
Details of any representation on local public bodies	Hard Copy	“
Staffing structure	N/A	“
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)	Website	Hard Copy
Annual return form and report by auditor	https://www.bostonspapc.org.uk/Annual_Return_26828.aspx	20p per A4 sheet
Finalised budget	https://www.bostonspapc.org.uk/Budgets_and_Accounts_26826.aspx	“
Precept	https://www.leeds.gov.uk/performance-and-spending/council-tax-and-business-rates-financial-information	“
Borrowing Approval letter	N/A	
All items of expenditure above £100	https://www.bostonspapc.org.uk/Schedule_of_Payments_26827.aspx	
Financial Standing Orders and Regulations	https://www.bostonspapc.org.uk/Policies_26758.aspx	“
Grants given and received	Hard copy	“
List of current contracts awarded and value of contract	Hard copy	“
Members' allowances and expenses	Hard copy	“

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	https://www.bostonspapc.org.uk/Neighbourhood_Plan_29745.aspx	“
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	https://www.bostonspapc.org.uk/Annual_Newsletter_29787.aspx	“
Quality status	N/A	“
Local charters drawn up in accordance with DCLG guidelines	Hard copy	“
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	https://www.bostonspapc.org.uk/Policies_26758.aspx	
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)	https://www.bostonspapc.org.uk/Meetings_and_Minutes_26755.aspx	“
Agendas of meetings (as above)	https://www.bostonspapc.org.uk/Meetings_and_Minutes_26755.aspx	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	https://www.bostonspapc.org.uk/Meetings_and_Minutes_26755.aspx	“
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	https://www.bostonspapc.org.uk/Planning_Applications_26805.aspx	“
Bye-laws	Non existing	
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	Hard Copy	“

Delegated authority in respect of officers Code of Conduct Policy statements		“
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	https://www.bostonspapc.org.uk/Policies_26758.aspx https://www.bostonspapc.org.uk/Policies_26758.aspx https://www.bostonspapc.org.uk/Policies_26758.aspx https://www.bostonspapc.org.uk/Policies_26758.aspx Hard copy Hard copy https://www.bostonspapc.org.uk/Policies_26758.aspx	“ “
Information security policy	Hard copy.	“
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	https://www.bostonspapc.org.uk/Policies_26758.aspx	“
Schedule of charges (for the publication of information)	https://www.bostonspapc.org.uk/Policies_26758.aspx	“
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	“
Assets Register	https://www.bostonspapc.org.uk/Budgets and Accounts_26826.aspx	“
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Hard Copy	
Register of members' interests	https://www.bostonspapc.org.uk/Members_26754.aspx	“
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	“
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy	“
Parks, playing fields and recreational facilities	Hard copy	“

Seating, litter bins, clocks, memorials and lighting	Hard copy	“
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		

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
	87p	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

Reviewed and updated 16 June 2025
Date of next review: June 2026