

Information available from Boughton Parish Council (BPC) under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on Boughton Parish Council (BPC) and its Committees	BPC Website Boughton Fen website Email Hard copy (contact Parish Clerk)	Free Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	BPC Website Email Hard copy (contact Parish Clerk)	Free Free 10p per sheet
Location of main Council office and accessibility details		
Staffing structure		

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy (contact Parish Clerk) Email Appendices to meeting minutes on BPC website	10p per sheet Free Free
Finalised budget	Hard copy (contact Parish Clerk) Email Appendix to meeting minutes on BPC website	10p per sheet Free Free
Precept	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy (contact Parish Clerk) Email	10 per sheet Free
Grants given and received	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC	10p per sheet Free Free

	website	
List of current contracts awarded and value of contract	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Meeting minutes on BPC website (Chairman's reports) Email	Free Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (contact Parish Clerk) Email BPC website	10p per sheet Free Free

Agendas of meetings (as above)	Village notice board Hard copy (contact Parish Clerk) Email BPC website	Free 10p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Parish Clerk) Email BPC website	10p per sheet Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Responses to consultation papers	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Responses to planning applications	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website BCKL&WN ¹ website	10p per sheet Free Free Free
Bye-laws		

¹ Borough Council of King's Lynn & West Norfolk

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy (contact Parish Clerk) Email</p>	<p>10p per sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard copy (contact Parish Clerk) Email</p>	<p>10p per sheet Free</p>
<p>Information security policy</p>	<p>Hard copy (contact Parish Clerk) Email</p>	<p>10p per sheet Free</p>

Records management policies (records retention, destruction and archive)	Hard copy (contact Parish Clerk) Email	10p per sheet Free
Data protection policies	Hard copy (contact Parish Clerk) Email	10p per sheet Free
Schedule of charges (for the publication of information)	BPC website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy (contact Parish Clerk) Email	10p per sheet 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)		
Register of members' interests	Contact Parish Clerk to view	Free
Register of gifts and hospitality		
Minute book	Contact Parish Clerk to view	Free

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and Recreational facilities (village green, Boughton Fen, playground)	BPC website Boughton Fen website	Free
Seating, litter bins, village signs, village gateways	Hard copy of asset register (contact Parish Clerk) Email	10p per sheet Free
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

Parish Clerk

Mr Frank Reid

Email: boughton.council@gmail.com

Telephone: 01366 500743

Boughton Parish Council Website

www.group4news.co.uk

Boughton Fen Website

www.boughtonfen.org.uk

BCKL&WN Website

www.west-norfolk.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Estimated cost of paper, ink and administration
	Photocopying @ 15p per sheet (colour)	Estimated cost of paper, ink and administration
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		