

Information available from Box Parish Council 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	Hard copy and website	
Staffing structure	Hard copy and website	
<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	

Annual return form and report by auditor	Hard copy and website	
Finalised budget	Hard copy and website	
Precept	Hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' 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 (current and previous year as a minimum)	Hard copy and website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	
Agendas of meetings (as above)	Hard copy and website	
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	

Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy where available	
Responses to planning applications	Hard copy	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy	
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 Hard copy Hard copy Hard copy Hard copy	
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	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy and website	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges for the publication of information	Hard copy and website	
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	Hard copy	
Assets Register	Hard copy	
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	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	hard copy or website; some information may only be available by inspection	
Current information only	Hard copy and website	
Allotments	Hard copy and website	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Hard copy and website	

Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Not applicable	
Public conveniences	Hard copy	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website	
Additional Information		
The following items are confidential and are therefore excluded and will not be available:		
Staff – all information including salaries, appraisals etc		
Planning – Matters relating to enforcement and confidential minutes		

Contact details:

Parish Clerk: Margaret Carey, Council Offices, The Parade, Box, Corsham, Wilts SN13 8NX

Tel: 01225 742356 Email: mailbox@boxparish.org.uk Website: www.boxparish.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	A single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Box or to any company or corporate body, on payment of a sum not exceeding £25 for administrative costs plus the actual cost of copying and postage	

* the actual cost incurred by the public authority

Adopted by Box Parish Council 23.2.2012
Reviewed June 2013