

## Information available from Box Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<p><b>Class 2 – What we spend and how we spend it</b>            Financial information relating to projected and actual income and expenditure, and financial audit</p> <p>Current and previous financial year as a minimum</p>	Hard copy	

Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
Members' expenses	Website	
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan (current and previous year as a minimum) could be Neighbourhood Plan.	Website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> 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)	Website	
Agendas of meetings (as above)	Website	

Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Website via relevant Committee minutes	
Responses to consultation papers	Website	
Responses to planning applications	Website via relevant Committee minutes	
Bye-laws	Website	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only		
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	Website Website Website Website Website Website	
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	Website  Website Website	

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)	Website Website Website Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges for the publication of information	Website	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	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) ? Do we need this	Hard copy	
Register of members' interests	Hard Copy and Website	
Register of gifts and hospitality	Not applicable	
<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  Current information only	Website  Website	
Allotments	Website	

Burial grounds and closed churchyards	Website	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	Not applicable	
Public conveniences	Website	
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	
<b>Additional Information</b>		
The following items are <b><u>confidential</u></b> and are therefore excluded and will not be available:		
Staff – all information including salaries, appraisals etc		
Planning – Matters relating to enforcement		
Confidential minutes		
Commercial Agreements and Contracts		

### Contact details:

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Website: [www.boxparishcouncil.gov.uk](http://www.boxparishcouncil.gov.uk)

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1 * per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class signed for delivery
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	A single copy of any available document, or multiple copies of same, will only be provided to individuals or to any company or corporate body, on payment of a sum not exceeding £75 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 December 2015