

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

Information to be published	How to obtain the information	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only.            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 the Council and its Committees	From the Clerk Website Annual PC Newsletter Village Newsletter	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	From the Clerk Website Annual PC Newsletter Village Newsletter	Free
Location of main Council office and accessibility details	From the Clerk Website Annual PC Newsletter Village Newsletter	Free
Staffing structure		
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)            Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	From the Clerk	Free
Finalised budget	From the Clerk	Free
Precept	From the Clerk	Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	From the Clerk	Free
Grants given and received	From the Clerk	Free
List of current contracts awarded and value of contract	From the Clerk	Free
Members' allowances and expenses	From the Clerk	Free

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	From the Clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk Website	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Clerk	Free
Agendas of meetings (as above)	From the Clerk Website Notice Board Post Office	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk Website Post Office	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	Free
Responses to consultation papers	From the Clerk	Free
Responses to planning applications	From the Clerk	Free
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	

<p>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</p>	<p>From the Clerk</p>	<p>Free</p>
<p>Policies and procedures for 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)</p>	<p>From the Clerk</p>	<p>Free</p>
<p><del>Information security policy</del></p>	<p>From the Clerk</p>	<p>Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>From the Clerk</p>	<p>Free</p>
<p>Data protection policies</p>	<p>From the Clerk</p>	<p>Free</p>
<p><del>Schedule of charges for the publication of information</del></p>	<p>From the Clerk</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>From the Clerk</p>	<p>Free</p>
<p>Assets Register</p>	<p>From the Clerk</p>	<p>Free</p>
<p>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)</p>	<p>From the Clerk</p>	<p>Free</p>
<p>Register of members' interests</p>	<p>From the Clerk</p>	<p>Free</p>
<p><del>Register of gifts and hospitality</del></p>		
<p><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.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p><b>Alotments</b></p>		
<p><b>Burial grounds and closed churchyards</b></p>		

<b>Community centres and village halls</b>		
Parks, playing fields and recreational facilities	From the Clerk	Free
Seating, litter bins, eekes, memorials and lighting	From the Clerk	Free
Bus shelters	From the Clerk	Free
<b>Markets</b>		
<b>Public conveniences</b>		
<b>Agency agreements</b>		
A summary of services for which the council is entitled to recover a fee, together with these fees (e.g. burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website; some information may only be available by inspection)	
<b>Risk Assessments</b>	From the Clerk	Free
<b>Safety Inspection Record for playground</b>	From the Clerk	Free

**Contact details:**

Mrs Leeann Jackson-Eve, Parish Clerk, Botesdale Parish Council, Wayside Cottage, Cherry Tree Lane, Botesdale, Diss IP22 1DL  
 Tel: 01379 890141  
 Email: botesdale\_pc@btopenworld.com

**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
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority