

Boughton Malherbe Parish Council

Information available from Boughton Malherbe Parish Council under the model publication scheme

Information to be published	How the information Can be obtained	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts		
Who's who on the Council and its committees	Hard copy and website	Free
Contact details for Parish Clerk and Council members, including telephone number and email address	Hard copy and website	Free
Postal address of main Council office (no public access)	Hard copy and website	Free
Class 2 – What we spend and how we spend it Financial information relating to projected and actual receipts and payments, contracts and financial audit		
Annual return form and report by auditor	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Finalised budget	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Precept	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Standing Orders and Financial Regulations	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Grants given and received	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
List of current contracts awarded and value of contract	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)

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Members' expenses	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	N/A	N/A
Annual Report to Parish	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Class 4 – How we make decisions Decision making processes and records of decisions		
Timetable of meetings: Full Council, committees and Annual Parish	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Agendas of meetings: Full Council and committees	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Minutes of meetings: Full Council and Committees NB this excludes information that is properly regarded as private to the meeting	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Reports presented to Council meetings NB this excludes information that is properly regarded as private to the meeting	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Responses to consultation papers	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Responses to planning applications	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)

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Information to be published	How the information Can be obtained	Cost
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 terms of reference Code of Conduct Policy statements	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Policies and procedures for the provision of services and about employment of staff: Employment Policy Policies and procedures for handling requests for information Complaints procedure	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Data protection policies	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Schedule of charges for the publication of information	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Risk register	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Register of members' interests	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)
Class 7 – The services we offer Information about the services we offer: current information only		

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Information to be published	How the information Can be obtained	Cost
Maintenance of Village Green	Hard copy and website	Photocopying @ 0.10p per sheet (black and white)

Contact details:

Mrs Vickie Ford
The Parish Clerk/Responsible Financial Officer
Rill House, The Street,
Ulcombe,
Maidstone,
ME17 1DR

Email: boughtonmalherbepc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black and white)	Actual cost to Council
	Photocopying @ 0.60p per sheet (colour)	Actual cost to Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee	£25.00 Current limit £450.00 based on 18 hours @ £25.00 per hour	In accordance with the relevant legislation