

Information from Boxford Parish Council's Freedom of Information Publication Scheme

Information to be published	How can the information be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) Current information only	Hard copy and website	Free
Who's who on the Council and its Committees Contact details for Parish Clerk and Council Members	Hard copy, Village Hall notice board & website	Free
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) Current and previous year only	Hard copy	£1
Annual return form and report by auditor	Hard copy, Village Hall notice board	Free
Finalised budget	Hard copy	
Precept	Hard copy	Free
Financial Standing Orders and Regulations	Hard copy	
Class 3 – What our priorities are and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	£1
Parish Plan (current)	1 st copy free to parishioners Web link on website	£7
Annual Report to Parish (current and previous year)	Hard copy, Village Hall notice board	£1
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous year	Hard copy or website/website	£1
Agendas of meetings	Hard copy/ Village Hall notice board	
Approved minutes of meetings nb. this will exclude information that is properly regarded as private to the meeting	Hard copy, Village Hall notice board or website	
Reports presented to council meetings nb. this will exclude information that is properly regarded as private to the meeting	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	

Information from Boxford Parish Council's Freedom of Information Publication Scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Some information may only be available by inspection. Otherwise information provided by hard copies.	£1
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements		
Data protection policies		
Schedule of charges (for the publication of information)	Hard copy or website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	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)		
Register of Members Interests		
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy	
Emergency Flood Plan Parish Footpath Map War Memorial Information leaflet	Hard copies available in church porch	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the list above.		

Information from Boxford Parish Council's Freedom of Information Publication Scheme

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone, email, fax or letter. Contact details are set out below or you can visit the website at www.boxford.org.uk or email parishcouncil@boxford.org.uk
tel/fax 01488 608422

Contact address: Appledene, School Lane, Boxford RG20 8DX (please mark correspondence "Publication Scheme Request")

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ £1 per sheet	Actual cost
	Parish Plan £7 per copy	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class