

Information available from Bourne Town 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>	(website or hard copy)	
Who's who on the Council and its Committees	Website	Free
	Hard copy – contact Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Hard copy – contact Clerk	Free
Location of main Council office and accessibility details	Website	Free
	Hard copy – contact Clerk	Free
Staffing structure	Hard copy – contact Clerk	10p/A4 side
<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>	(website or hard copy)	
Annual return form and report by auditor	Website	Free
	Hard copy – contact Clerk	10p/A4 side
Finalised budget	Website – through Minutes	Free
	Hard copy – contact Clerk	10p/A4 side

Precept	Website – through Minutes Hard copy – contact Clerk	Free 10p/A4 side
Borrowing Approval letter	<i>No borrowing undertaken</i>	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/A4side
Grants given and received	Website – through Minutes & Annual Report Hard copy – contact Clerk	Free 10p/A4 side
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/A4 side
Members' allowances and expenses - <i>Bourne Town Council only pays travel allowance on council approved business outside the Parish boundaries</i>	Website – through Minutes Hard copy – contact Clerk	Free 10p/A4 side
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)	<i>None in place at the moment</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/A4 side
Quality status	<i>Not a quality status council</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>No charter drawn up</i>	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(website or hard copy)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard-copy – contact Clerk	Free Free
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/A4 side
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. <p style="text-align: right;">(forms part of Agenda</p>	Website Hard copy – contact Clerk	Free Free)
Responses to consultation papers	Hard copy – contact Clerk	10p/A4 side
Responses to planning applications	Website through Minutes Hard copy – contact Clerk	Free 10p/A4 side
Bye-laws	<i>None currently in place</i>	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <p style="text-align: right;">Current information only</p>	(website or 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	Website Hard copy – contact Clerk	Free 10p/A4 side

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services (part of Standing Orders/Staff Handbook)</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies) (part of Equal Opp. Policy)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>10p/A4 side</p>
Information security policy	<i>None currently in place</i>	
Records management policies (records retention, destruction and archive)	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p/A4 side</p>
Data protection policies	<i>None currently in place</i>	
Schedule of charges (for the publication of information)	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>10p/A4 side</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
<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>Burial Registers</p>	<p>Hard copy – contact Clerk</p> <p>by Inspection-contact Clerk</p>	<p>10p/A4 side Plus Search Fee</p> <p>Free</p>
Assets Register	Hard copy – contact Clerk	10p/A4 side
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 – contact Clerk	10p/A4 side
Register of members' interests	Hard copy – contact Clerk	10p/A4 side

Register of gifts and hospitality	Hard copy – contact Clerk	10p/A4 side
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 or website; some information may only be available by inspection)	
Allotments	Website Hard copy – contact Clerk by Inspection-contact Clerk	Free Free Free
Burial grounds and closed churchyards	Website Hard copy – contact Clerk by Inspection-contact Clerk	Free Free Free
Community centres and village halls	<i>Not under the council's control</i>	
Parks, playing fields and recreational facilities	<i>Not under the council's control</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Not under the council's control</i>	
Bus shelters	<i>Not under the council's control</i>	
Markets	<i>Not under the council's control</i>	
Public conveniences	Website Hard copy – contact Clerk	Free 10p/A4 side
Agency agreements	<i>None currently in place</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Clerk	Free 10p/A4 side
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<i>None currently agreed</i>	

Contact details: **Mrs Nelly Jacobs, Town Clerk - Bourne Town Council**
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Email clerk.bournetc@btconnect.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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ .25p per sheet (colour)	N/A – not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
	Search Fee for searches carried out by the Authority and provision of certified copies of entries in the Registers of Burials	For two hours £20 Per hour thereafter £10 In accordance with the Local Authorities Cemeteries Orders 1977 Sch 2 Part II Para 6
Other		

* the actual cost incurred by the public authority