



## Publication Scheme

Information available from Boxley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>  Parish Council contact information Who's who on the Council and its Committees Contact details for Parish Clerk and Council members Location of main Council office and accessibility details Staffing structure <b>This will be current information only.</b>	Hard copy and/or website	80p per printed sheet
<b>Class 2 – What we spend and how we spend it.</b>  Financial Regulations Annual return form and report by auditor Finalised budget Precept Borrowing Approval letter Standing Orders Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses <b>Current and previous financial year</b>	Hard copy/Website Hard copy/Website Hard copy Hard copy Hard copy Hard copy/Website Hard copy Hard copy Hard copy	80p per printed sheet
<b>Class 3 – What our priorities are and how we are doing.</b>  Mission Statement Annual Parish Meeting	Hard copy/Website Hard copy/Website	80p per printed sheet
<b>Class 4 – How we make decisions</b> Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Agendas of meetings Minutes of meetings (approved minutes only) these will exclude information that is properly regarded as private to the meeting. Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers Responses to planning applications Bye-laws – if applicable	Hard copy/website  Hard copy/website Hard copy/website  Hard copy/website  Hard copy Hard copy Hard copy/website	80p per printed sheet
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering	Hard copy/website	

our services and responsibilities <b>Current information only</b>		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy/website Hard copy/website Hard copy/website Hard copy/website	80p per printed sheet
Policies and procedures about the employment of staff:  Equality and diversity policy Health and safety policies Policies and procedures for handling requests for information Complaints procedures Grievance Procedure Sickness and Absence Policy Training Policy	Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website	
Risk Assessments	Hard copy	80p per printed sheet
Records management policies	Hard copy/website	
Data protection policies	Hard copy/website	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Members register of interests		
Assets register		
Boxley Burial Ground registers		
Dove Hill Allotment Register		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b> Current information only		
Allotments	Hard copy/website	
Burial grounds and closed churchyards	Hard copy/website	
Community centres and village halls	Hard copy/website	
Parks, playing fields and recreational facilities	Hard copy/website	
Seating, litter bins, clocks, memorials and lighting	Hard copy/website	
Bus shelters	Hard copy/website	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/website	80p per printed sheet
<b>Additional Information</b>		

**Contact details:** Daniela Baylis – Parish Clerk  
Boxley Parish Council  
Beechen Hall, Wildfell Close, Walderslade, Kent, ME5 9RU  
01634 861237  
clerk@boxleyparishcouncil.org.uk

**Adopted by Council November 2022**