

**Information available from BOROUGHBRIDGE TOWN Council under the Model Publication Scheme 2008 (w.e.f 1 January 2009)**

Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	<b>Tel: 01423 322956</b>	
Who's who on the Council and its Committees	Website Council Office door Town notice boards Hardcopy – contact Clerk	Free  10p/sheet
Contact details for Parish Clerk and Council members	Website Council Office door Town notice boards Hardcopy – contact Clerk	Free  10p/sheet
Location of main Council Office and accessibility details	Website Town notice boards Hard copy – contact Clerk	Free  10p/sheet
Staffing structure	Website Council Office door Town notice boards Hardcopy – contact Clerk	Free  10p/sheet

<b>Class 2 - What we spend and how we spend it</b> Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>	<b>Tel: 01423 322956</b>	
Annual return form (2013/2014) and report by auditor	Website Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website Hardcopy – contact Clerk	Free 10p/sheet
Precept	Website Hardcopy – contact Clerk	Free 10p/sheet
Borrowing Approval letter	Hardcopy – contact Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hardcopy – contact Clerk	Free 10p/sheet
Grants received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet

Mayor's allowance and expenses	Hard copy – contact Clerk	10p/sheet
<b>Class 3 - What our priorities are and how we are doing</b> Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>	<b>Tel: 01423 322956</b>	
Parish Plan	HBC - District Local Plan <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a> 01423 556584	
Annual Report to Parish	Website Hardcopy – contact Clerk	Free 10p/sheet
<b>Class 4 - How we make decisions</b> Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>		
Timetable of meetings	Website Hardcopy – contact Clerk	Free 10p/sheet
Agendas of meetings	Website Hardcopy – contact Clerk	Free 10p/sheet
Minutes of meetings	Website Hardcopy – contact Clerk	Free 10p/sheet

Reports presented to council meetings	Website Hardcopy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Hardcopy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website Hardcopy – contact Clerk	Free 10p/sheet
<b>Class 5 - Our policies and procedures</b> <b>Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a></b>	<b>Tel: 01423 322956</b>	
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	Hard copy – contact Clerk	Free  10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	10p/sheet
Information security policy	Hard copy – contact Clerk	10p/sheet

Data protection policies	Hard copy – contact Clerk	10p/sheet
<b>Class 6 - Lists and Registers</b> Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>	<b>Tel: 01423 322956</b>	
Any publicly available register or list <ul style="list-style-type: none"> <li>• <b>Burial registers for Boroughbridge and Aldborough</b></li> <li>• <b>Register of electors</b></li> </ul>	Available for inspection in the Council Office, 1 Hall Square, Boroughbridge	
Assets Register	Hard copy – contact Clerk	Free 10p/sheet
Register of members' interests	Hard copy – contact Clerk Harrogate Borough Council <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a>	10p/sheet
<b>Class 7 - The services we offer</b> Website address: <a href="http://www.boroughbridge.org.uk">www.boroughbridge.org.uk</a>	<b>Tel: 01423 322956</b>	
Burial grounds and closed churchyards	Contact Burial Clerk at 1 Hall Square, Boroughbridge	
Community centres and village halls	Website	Free
Playing fields and recreational facilities	Website	Free

Seating, litter bins, memorials and lighting	Contact Clerk or Harrogate Borough Council <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a> 01423 556651 (litter bins)	
Public conveniences and Back Lane Car Park	Contact Clerk at 1 Hall Square, Boroughbridge	
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/sheet
<b>Additional Information</b>		
Tourist Information	Website Council Office door	Free
Harrogate Borough Council Revenue and Benefits Collection Point	Harrogate Borough Council <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a>	Free
Sale of trade refuse sack	Contact Clerk	
United Church Parochial Council based in 1 Hall Square	Contact Rev Diane Westmoreland on 01423 324504 <a href="http://www.boroughbridgechurches.uk">www.boroughbridgechurches.uk</a>	

**Contact details: The Clerk,  
Council Offices,  
1 Hall Square,  
Boroughbridge,  
North Yorkshire  
YO51 9AN**

**Fax/Tel: 01423 322956  
Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)  
Email address: [info@boroughbridge.org.uk](mailto:info@boroughbridge.org.uk)**

#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
<b>Postage</b>		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)

