

**Information available from BOROUGHBRIDGE TOWN Council under the Model Publication Scheme 2008 Reviewed January 2025**

<b>Website address:</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>www.boroughbridge.org.uk</b>		
<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	Free
	Council Office door	
	Town notice boards	
	Hardcopy – contact Clerk	
Contact details for Parish Clerk and Council members	Website	Free
	Council Office door	
	Town notice boards	
	Hardcopy – contact Clerk	
Location of main Council Office and accessibility details	Website	Free
	Town notice boards	
	Hard copy – contact Clerk	
Staffing structure	Website	Free
	Council Office door	
	Town notice boards	

Hardcopy – contact Clerk

### **Class 2 - What we spend and how we spend it**

**Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

Annual return form (2013/2014) and report by auditor	Website Hard copy – contact Clerk	Free
Finalised budget	Website Hardcopy – contact Clerk	Free
Precept	Website Hardcopy – contact Clerk	Free
Borrowing Approval letter	Hardcopy – contact Clerk	Free
Financial Standing Orders and Regulations	Website Hardcopy – contact Clerk	Free
Grants received	Hard copy – contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Mayor's allowance and expenses	Hard copy – contact Clerk	5p/sheet

### **Class 3 - What our priorities are and how we are doing**

**Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

**Tel: 01423 322956**

Parish Plan	North Yorkshire Council: <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a>	
Annual Report to Parish	Website. Hard copy contact Clerk	Free

### **Class 4 - How we make decisions**

**Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

Timetable of meetings	Website Hardcopy – contact Clerk	Free
Agendas of meetings	Website Hardcopy – contact Clerk	Free
Minutes of meetings	Website	Free

Reports presented to council meetings	Hardcopy – contact Clerk Website	Free
Responses to consultation papers	Hardcopy – contact Clerk Hardcopy – contact Clerk	Free
Responses to planning applications	Website Hardcopy – contact Clerk	Free

#### **Class 5 - Our policies and procedures**

**Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

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
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	
Data Protection Policies	Website Hard copy – contact Clerk	

#### **Class 6 - Lists and Registers**

**Website address: [www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

Any publicly available register or list	Available for inspection in the Council Office, 1 Hall Square, Boroughbridge	
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- Burial registers for Boroughbridge and Aldborough

- Register of electors

Assets Register	Hard copy contact Clerk	Free
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Register of Members interests	Hard copy contact Clerk, also available from NYC	Free
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**Class 7 - The services we offer**

**Website address:**

**[www.boroughbridge.org.uk](http://www.boroughbridge.org.uk)**

**Tel: 01423 322956**

Burial grounds and closed churchyards	Contact Burial Clerk at 1 Hall Square, Boroughbridge	Free
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Community centres and village halls	Website	Free
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Playing fields and recreational facilities	Website	Free
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Seating, litter bins, memorials and lighting	Contact Clerk or NYC	
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Public conveniences and Back Lane Car Park	Contact Clerk	
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A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	
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**Additional Information**

Tourist Information	Website	
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Harrogate Borough Council Revenue and Benefits Collection Point	NYC	
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Sale of trade refuse sack

Contact NYC and Clerk

**Contact details: The Clerk,**

**Boroughbridge Town Council Offices,**

**1 Hall Square,**

**Boroughbridge North Yorkshire**

**YO51 9AN**

**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>
Disbursement Cost	Photocopying Charges may apply at 5p per sheet	
Postage		Actual cost of second class standard postage
Statutory Fee		In accordance with relevant legislation and costs imposed.