



BOUGHTON PARISH COUNCIL

TRANSPARENCY & PUBLICATION SCHEME

Reviewed Nov 2025

Information available from Boughton Parish Council (BPC) under the model transparency and publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on Boughton Parish Council (BPC) and its Committees	BPC Website Boughton Fen website Email Hard copy (contact Parish Clerk)	Free Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	BPC Website Email Hard copy (contact Parish Clerk)	Free Free 10p per sheet

Information to be published	How the information can be obtained	Cost
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 financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy (contact Parish Clerk) Email Appendices to meeting minutes on BPC website	10p per sheet Free Free
Finalised budget	Hard copy (contact Parish Clerk) Email Appendix to meeting minutes on BPC website	10p per sheet Free Free
Precept	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Financial Standing Orders and Regulations	Hard copy (contact Parish Clerk) Email	10 per sheet Free
Grants given and received	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
List of current contracts awarded and value of contract	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Meeting minutes on BPC website (Chairman's reports) Email	Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (contact Parish Clerk) Email BPC website	10p per sheet Free Free
Agendas of meetings (as above)	Village notice board Hard copy (contact Parish Clerk) Email BPC website	Free 10p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Parish Clerk) Email BPC website	10p per sheet Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free

Information to be published	How the information can be obtained	Cost
Responses to consultation papers	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website	10p per sheet Free Free
Responses to planning applications	Hard copy (contact Parish Clerk) Email Meeting minutes on BPC website BCKL&WN ¹ website	10p per sheet Free Free Free

¹ Borough Council of King's Lynn & West Norfolk

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free
Information security policy	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free
Data protection policies	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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)		
Assets Register	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free
Register of members' interests	BCKL&WN ² website	Free
Minute book	Contact Parish Clerk to view	Free

² Borough Council of King's Lynn & West Norfolk

Information to be published	How the information can be obtained	Cost
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		
Recreational facilities (village green, Boughton pond, playground)	BPC website Boughton Fen website	Free
Nature Reserve – Boughton Fen (Site of Special Scientific Interest)	Boughton Fen website BPC website	Free
Seating, litter bins, village signs, village gateways	BPC Website Hard copy (contact Parish Clerk) Email	Free 10p per sheet Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Estimated cost of paper, ink and administration
	Photocopying @ 15p per sheet (colour)	Estimated cost of paper, ink and administration
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:

Parish Clerk: TBA

Boughton Parish Council Website

Boughton Fen Website

BCKL&WN Website

Email: clerk@boughton-pc.gov.uk

<https://boughton-pc.gov.uk/>

www.boughtonfen.org.uk

www.west-norfolk.gov.uk