

Publication Scheme

Information available from Bures Joint Cemetery Authority – Reviewed 9th June 2025
Next Review date: June 2026

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>		
<p>Who's who on the Authority</p>	<p>Available from the Cemetery Clerk in hard copy or from the Bures website https://bureshamlet-pc.gov.uk</p>	<p>10p per sheet</p> <p>Free</p>
<p>Contact details for Cemetery Clerk and Authority members (named contacts where possible with telephone number and email address (if used))</p>	<p>Shown below and as above</p>	
<p>Location of main Cemetery Authority office and accessibility details</p>	<p>Shown below and as above</p>	
<p>Staffing structure</p>	<p>Available from Cemetery Clerk</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)

Current and previous financial year as a minimum

Annual return form and report by auditor

Available from Cemetery Clerk or Bures website
<https://bureshamlet-pc.gov.uk>

10p per sheet

Finalised budget

Available from Cemetery Clerk

Finalised year end accounts

As above

£2

Precept

As above

Borrowing Approval letter

As above

Financial Standing Orders and Regulations

As above or Bures website
<https://bureshamlet-pc.gov.uk>

Grants given and received

Available from Cemetery Clerk

List of current contracts awarded and value of contract

As above

Members' allowances and expenses

As above

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Cemetery Plan (current and previous year as a minimum)	Available from Cemetery Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Authority and any committee/sub-committee meetings)	Available from Cemetery Clerk or from the Bures website https://bureshamlet-pc.gov.uk	10p per sheet Free
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available from Cemetery Clerk or from the Bures website https://bureshamlet-pc.gov.uk	10p per sheet Free

Reports presented to Authority meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Cemetery Clerk or from the Bures website https://bureshamlet-pc.gov.uk	10p per sheet Free
Responses to consultation papers	Available from Cemetery Clerk	
Responses to planning applications	Available from Cemetery Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Authority business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Copies available from the Cemetery Clerk or from the Bures website https://bureshamlet-pc.gov.uk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Copies available from the Cemetery Clerk	10p per sheet

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)	As above or from the Bures website https://bureshamlet-pc.gov.uk	
Information security policy	As above	
Records management policies (records retention, destruction and archive)	As above	
Data protection policies	As above	
Schedule of charges (for the publication of information)	Shown below	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection from the Cemetery Clerk	
Assets Register	As above	
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)	As above	
Register of members' interests	As above or from the Bures website https://bureshamlet-pc.gov.uk	
Register of gifts and hospitality	As above	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>All information available on request from the Cemetery Clerk</p>	
<p>Burial grounds</p>		

Contact details:

**Cemetery Clerk
 Mrs. Jenny Wright
 38 The Paddocks
 Bures
 Suffolk CO8 5DF**

Tel: 01787 227750

Email: Clerk@BuresHamlet-pc.gov.uk

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the cemetery authority