

## Model Publication Scheme

### Information available from Bures Joint Cemetery Authority – Reviewed 12<sup>th</sup> June 2017

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Authority	Available from the Cemetery Clerk in hard copy or from the Bures website <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	10p per sheet  Free
Contact details for Cemetery Clerk and Authority members (named contacts where possible with telephone number and email address (if used))	Shown below and as above	
Location of main Cemetery Authority office and accessibility details	Shown below and as above	
Staffing structure	Available from Cemetery Clerk	

<b>Class 2 – What we spend and how we spend it</b> (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	Copies available from Cemetery Clerk	10p per sheet
Finalised budget	As above	
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 <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
<b>Class 3 – What our priorities are and how we are doing</b> (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	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b> (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 <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	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 <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	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 <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	10p per sheet  Free
Responses to consultation papers	Available from Cemetery Clerk	

Responses to planning applications	Available from Cemetery Clerk	
<b>Class 5 – Our policies and procedures</b> (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 <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	10p per sheet
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)	Copies available from the Cemetery Clerk     As above or from the Bures website <a href="http://www.bures.onesuffolk.net">www.bures.onesuffolk.net</a> clicking onto Cemetery Authority News	10p per sheet
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	
<b>Class 6 – Lists and Registers</b>  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 and also by using the links to Braintree and Babergh District Councils via the Bures website.	
Register of gifts and hospitality	As above	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	All information available on request from the Cemetery Clerk	
Burial grounds		

## Contact details:

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

**Tel: 01787 227750**

**Email: [ossiejen@sky.com](mailto:ossiejen@sky.com)**

## 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 <sup>nd</sup> class

<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the cemetery authority