

Model Publication Scheme

Information available from Bures Hamlet Parish Council – Reviewed 11th May 2015

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		
Who's who on the Council and its Committees	Available from the Parish Clerk in hard copy or from the Bures website www.bures-online.co.uk clicking onto Parish Council News	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Shown below and as above	
Location of main Council office and accessibility details	Shown below and as above	
Staffing structure	Available from Parish Clerk	

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	Copies available from Parish Clerk	10p per sheet
Finalised budget	As above	
Finalised year end accounts	As above	£5
Precept	As above	
Borrowing Approval letter	As above	
Financial Standing Orders and Regulations	As above or Bures website www.bures-online.co.uk	
Grants given and received	As above	
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)		
Parish Plan (current and previous year as a minimum)	Available from Parish Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from Parish Clerk or from the Bures website www.bures-online.co.uk clicking onto Parish Council News	10p per sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	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 (Council, any committee/sub-committee meetings and parish meetings)	Available from Parish Clerk or from the Bures website www.bures-online.co.uk clicking onto Parish Council 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 Parish Clerk or from the Bures website www.bures-online.co.uk clicking onto Parish Council News	10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Parish Clerk or from the Bures website www.bures-online.co.uk clicking onto Parish Council News	10p per sheet Free
Responses to consultation papers	Available from Parish Clerk	
Responses to planning applications	Available from Parish Clerk	
Bye-laws	N/A	

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 council 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 Parish Clerk or from the Bures website www.bures-online.co.uk	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 Parish Clerk As above or from the Bures website www.bures-online.co.uk	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	

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 Parish 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 link to Braintree District Council via the Bures website.	
Register of gifts and hospitality	As above	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	All information available on request from the Parish Clerk	
Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		

Contact details:

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

Tel: 01787 227750

Email: 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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

