

Publication Scheme

**Information available from Bures St. Mary Parish Council - Reviewed & adopted 16th May 2023
- Next review May 2024**

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.onesuffolk.net 10p per sheet
Free

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))
Location of main Council office and accessibility details
Staffing structure

Shown below and as above
Shown below and as above
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.onesuffolk.net	
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-onesuffolk.net	10p per sheet
Quality status	N/A	Free
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.onesuffolk.net

10p per
sheet

Free

Agendas of meetings (as above)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

As above

Available from Parish Clerk
or from the Bures website
www.bures.onesuffolk.net

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.onesuffolk.net

10p per
sheet

Free

Responses to consultation papers

Responses to planning applications

Bye-laws

Available from Parish Clerk

Available from Parish Clerk

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:	Copies available from the Parish Clerk or from the Bures website www.bures.onesuffolk.net	10p per sheet
Procedural standing orders		
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Copies available from the Parish 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 www.bures.onesuffolk.net	
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

Register of gifts and hospitality

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

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

As above or from the Bures website

As above

All information available on request from the Parish Clerk

Contact details:

Parish Clerk

Mrs. Jenny Wright

38 The Paddocks

Bures

Suffolk CO8 5DF

Tel: 01787 227750

Email: buressparishcouncils@gmail.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) Postage	Actual cost * 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