

Publication Scheme

Information available from Bures Joint Cemetery Authority – Reviewed 19th June 2023
Next Review date: June 2024

| 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> | | |
| Who's who on the Authority | Available from the Cemetery Clerk in hard copy or from the Bures website www.bures.onesuffolk.net | 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 | |

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| <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)</p> <p>Current and previous financial year as a minimum</p> | | |
| Annual return form and report by auditor | Available from Cemetery Clerk or Bures website www.bures.onesuffolk.net | 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 www.bures.onesuffolk.net | |
| 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 | |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | | |

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| 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 | |
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| 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 www.bures.onesuffolk.net | 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 www.bures.onesuffolk.net | 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 www.bures.onesuffolk.net | 10p per sheet Free |
| Responses to consultation papers | Available from Cemetery | |

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| | 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 www.bures.onesuffolk.net | 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 www.bures.onesuffolk.net | 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 | |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |
| 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 www.bures.onesuffolk.net | |
| Register of gifts and hospitality | As above | |
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| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | 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: 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) | 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

