**Model Publication Scheme**

**Information available from Bures St. Mary Parish Council - Reviewed 21st May 2015**

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| **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](http://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](http://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 |  |
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| **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](http://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](http://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](http://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](http://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](http://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](http://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 Babergh District Council via the Bures website |  |
| Register of gifts and hospitality | As above |  |
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| **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 | All information available on request from the Parish Clerk |  |
| 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 Tel: 01787 227750**

**Mrs. Jenny Wright**

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

**Bures**

**Suffolk CO8 5DF**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |

\* the actual cost incurred by the public authority