

Publication Scheme – September 2023

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

Information available from Bucklesham Parish Council under the model publication scheme:

Class 1 - Who we are and what we do

Information to be made available	How the information can be obtained	Cost
Organisational information, structures, locations and contacts (This will be current information only)	Bucklesham Bugle Newsletter Website Village Notice boards*	Free Free Free
Who's Who on the Council and its Committees	Website Bucklesham Bugle Newsletter	Free Free
Contact details for Parish Clerk (named contacts where possible with telephone number and email address (if used))	Website Bucklesham Bugle Newsletter Village Notice Boards	Free Free Free
Location of main Council office and accessibility details	Website Bucklesham Bugle Newsletter Village Notice Boards	Free Free Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it

Information to be made available	How the information can be obtained	Cost
Income and Expenditure details: <ul style="list-style-type: none"> • Previous financial year • Current financial year 	Hard copy and Web site Hard Copy	Free Free
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised Budget	Website Hard copy	Free 10p per sheet
Precept	Website Hard copy	Free 10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Website Bucklesham Bugle Newsletter Hard copy	Free Free 10p per sheet

List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

Class 3 – What our priorities are and how we are doing it

Information to be made available	How the information can be obtained	Cost
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	Free 10p per sheet
Quality Status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions

Information to be made available	How the information can be obtained	Cost
Current and previous Council year as a minimum	Website Hard copy	Free 10p per sheet
Timetable of Meetings	Website Bucklesham Bugle Newsletter Notice Boards*	Free Free Free
Agendas of Meetings (as above)	Website Notice Boards* Hard copy	Free Free 10p per sheet
Minutes of Meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10p per sheet

Reports presented to Council Meetings – this will exclude information that is properly regarded as private to the meeting	Hard copy	10p per sheet
Responses to Consultation Papers	Hard copy	10p per sheet
Responses to Planning Applications	Hard copy East Suffolk Council	10p per sheet Free
Bylaws	N/A	

Class 5 – Our policies and procedures

Information to be made available	How the information can be obtained	Cost
Policies and Procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural Standing Orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard copy N/A Hard copy Website Hard copy Website Hard copy	Free 10p per sheet 10p per sheet Free 10p per sheet Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	N/A Website Hard copy Website Hard copy N/A Website Hard copy Website Hard copy	Free 10p per sheet Free 10p per sheet Free 10p per sheet

Information Security Policy	N/A	
Records Management Policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data Protection Policies	Website Hard copy	Free 10p per sheet
Schedule of Charges (for the publication of information)	Hard copy	10p per sheet

Class 6 – Lists and Registers

Information to be made available	How the information can be obtained	Cost
Any publicly available register or list (for example a list of persons buried in a grave yard managed by the Council) – if any are held this should be publicised; in most circumstances existing access provisions will suffice.	N/A	
Assets Register	Website Hard copy	Free 10p per sheet
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)	N/A	
Register of Members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet

* Notice boards are located at the:

- entrance to Bucklesham and Foxhall Village Hall – What3Words 'prefix.soups.baffle'
- on the Playing Field, Levington Lane - What3Words 'gives.irritated.gardens'

Hard copies of publications can be obtained by writing to Bucklesham Parish Council at: Mrs Ruth Johnson, 54 Levington Lane, Bucklesham, Ipswich, Suffolk, IP10 0DZ or by telephoning 01473 655149 or 07854 712734 or by emailing buckleshampc@gmail.com . Provision of the copies will only be made once payment is received. For details of how to make payments please contact the Clerk.

Bucklesham Parish Council's web pages can be found at <https://bucklesham.suffolk.cloud/>

Adopted by the Parish Council at a meeting on: *6th September 2023*

Signed:

Ruth Johnson

David Brinkley

Ruth Johnson
Clerk

David Brinkley
Chair

Version Control

Date	Details	Next Review
10th September 2020	First Publication	September 2021
1st September 2021	Review & Amend Clerk's details	September 2023
6th September 2023	Review	September 2027