

Publication Scheme – March 2026

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	Free
	Website	Free
	Village Notice boards*	Free
Who's Who on the Council and its Committees	Website	Free
	Bucklesham Bugle Newsletter	Free
Contact details for Parish Clerk (named contacts where possible with telephone number and email address)	Website	Free
	Bucklesham Bugle Newsletter	Free
	Village Notice Boards	Free
Location of main Council office and accessibility details	Website	Free
	Bucklesham Bugle Newsletter	Free
	Village Notice Boards	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: Previous financial year Current financial year	Hard copy and Web site	Free
	Hard Copy	Free
Annual return form and report by auditor	Website	Free
	Hard copy	25p per sheet
Finalised Budget	Website	Free
	Hard copy	25p per sheet
Precept	Website	Free
	Hard copy	25p per sheet
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Website Hard copy	Free 25p per sheet
Grants given and received	Website Bucklesham Bugle Newsletter Hard copy	Free Free 25p per sheet
List of current contracts awarded and value of contract	Hard copy	25p per sheet
Members' allowances and expenses	Hard copy	25p 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 25p 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 25p 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 25p per sheet

Minutes of Meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 25p per sheet
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Reports presented to Council Meetings – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 25p per sheet
Responses to Consultation Papers	Hard copy	25p per sheet
Responses to Planning Applications	Hard copy East Suffolk Council Planning Portal	25p 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:		
Procedural Standing Orders	Website Hard copy	Free 25p per sheet
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	Hard copy	25p per sheet
Code of Conduct	Website Hard copy	Free 25p per sheet
Policy statements	Website Hard copy	Free 25p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal Policies relating to the delivery of services	N/A	

Equality and Diversity Policy	Website Hard copy	Free 25p per sheet
Health and Safety Policy	Website Hard copy	Free 25p per sheet
Recruitment Policies (including current vacancies)	N/A	
Policies and Procedures for handling requests for information	Website Hard copy	Free 25p per sheet
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 25p per sheet
Information Security Policy	N/A	
Records Management Policies (records retention, destruction and archive)	Website Hard copy	Free 25p per sheet
Data Protection Policies	Website Hard copy	Free 25p per sheet
Schedule of Charges (for the publication of information)	Hard copy	25p 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 25p 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	Website	Free

	Hard copy	25p per sheet
Register of gifts and hospitality	Hard copy	25p per sheet

* Notice boards are located at the:

- entrance to Bucklesham 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 07854 712734

or by emailing clerk@buckleshamparishcouncil.gov.uk

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://buckleshamparishcouncil.gov.uk/>

Adopted by the Parish Council at a meeting on: *11th March 2026*

Signed:

Ruth Johnson

Ruth Johnson
Clerk

Clive Lenton

Clive Lenton
Chair

Version Control

Date	Details	Next Review
10th September 2020	First Publication	September 2021
1st September 2021	Review and amend Clerk’s details	September 2023
6th September 2023	Review	September 2026
11th March 2026	Review	September 2027