

BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed

Clerk: Tina Newell

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Guide to the Publication Scheme Buxhall Parish Council

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do: Current information only <ul style="list-style-type: none"> Who's who on the Council and its Committee Contact details for Parish Clerk and Council members Details of accessibility to Parish Council 	For free on the Parish Council's website: Buxhall.onesuffolk.net on noticeboards in the village or in hard copy from the Parish Clerk	see below *
Staffing structure	Clerk to the Council	
Class 2 – What we spend and how we spend it: Current and previous financial year as a minimum: <ul style="list-style-type: none"> Current and previous financial year's accounts Annual Return Form and Auditor's Report Finalised Budget Precept Details Financial Regulations Grants given and received including support given to the production of the Buxhall Newsletter 	For free on the Parish Council's website: Buxhall.onesuffolk.net or in hard copy from the Parish Clerk	see below *
Class 3 – What our priorities are and how we are doing: <ul style="list-style-type: none"> Annual Report to Parish Meeting 	For free on the Parish Council's website: Buxhall.onesuffolk.net or in hard copy from the Parish Clerk	see below*
Class 4 – How we make decisions: <ul style="list-style-type: none"> Timetable of Parish Council Meetings for current year Agendas of meetings Minutes of meetings 	For free on the Parish Council's website: Buxhall.onesuffolk.net or in hard copy from the Parish Clerk	see below *

<ul style="list-style-type: none"> • Reports presented to council meetings • Responses to Consultation papers • Responses to planning applications 	Included within the minutes and available on the Local Planning Authorities website	
Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural Standing Orders • Committee terms of reference • Code of Conduct 	For free on the Parish Council’s website: Buxhall.onesuffolk.net or in hard copy from the Parish Clerk	see below *
• Complaints Procedure & Policy	As above	see below *
• Data Protection Policies	As above	see below *
• Employment Policy	As above	see below *
• Policy and procedure for Handling Requests for Information	As above	see below *
• Health & Safety Policy	As above	see below *
• Training Policy	As above	see below *
• Safeguarding Policy	As above	see below *
• Media & Reporting Policy	As above	see below *
• Schedule of charges for the publication of information	Attached to this register	see below *
Class 6 – Lists and Registers: <ul style="list-style-type: none"> • Assets Register • Register of Members’ Interests 	On website or on request to the Parish Clerk Link available via website	see below **
Class 7 – The services we offer: <ul style="list-style-type: none"> • Play Areas • Cemetery • Streetlighting • Emptying of Bins; Litter & Dog • Seating • Traffic Calming Measures 	Details and information on request to the Parish Clerk	see below *

Schedule of charges – where applicable

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE Cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee		In accordance with the relevant legislation

* Hard copy will incur a fee – see table above

** Actual cost incurred by the public authority