



## Information available from Buckden Parish Council under the model publication scheme

| Information to be published                                                                                                            | How the information can be obtained       |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)                          | On the Parish Council's Notice Boards (3) |
| Who's who on the Council and its Committees                                                                                            | On the Parish Council's Notice Boards (3) |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | On the Parish Council's Notice Boards (3) |
| Location of main Council office and accessibility details                                                                              | On the Parish Council's Notice Boards (3) |
| <b>Class 2 – What we spend and how we spend it</b><br>Current and previous financial year as a minimum                                 | From the Clerk                            |
| Annual return form and report by auditor                                                                                               | From the Clerk                            |
| Finalised budget                                                                                                                       | From the Clerk                            |
| Precept                                                                                                                                | From the Clerk                            |
| Financial Standing Orders and Regulations                                                                                              | From the Clerk                            |
| Grants given and received                                                                                                              | From the Clerk                            |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                  | From the Clerk                            |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                         | (hard copy or website)                    |

|                                                                                                                                                                                   |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Current and previous council year as a minimum                                                                                                                                    |                |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                                                         | From the Clerk |
| Agendas of meetings (as above)                                                                                                                                                    | From the Clerk |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                                                            | From the Clerk |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                                                     | From the Clerk |
| Responses to consultation papers                                                                                                                                                  | From the Clerk |
| Responses to planning applications                                                                                                                                                | From the Clerk |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only |                |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders                                                                                        | From the Clerk |
| Policies and procedures for the provision of services and about the employment of staff:<br>Policies and procedures for handling requests for information                         | From the Clerk |
| Schedule of charges (for the publication of information)                                                                                                                          | From the Clerk |
| <b>Class 6 – Lists and Registers</b><br>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)                                | From the Clerk |
| Assets Register                                                                                                                                                                   | From the Clerk |
| 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)                  | From the Clerk |
| Register of members' interests                                                                                                                                                    | From the Clerk |
| Register of gifts and hospitality                                                                                                                                                 | From the Clerk |



|                                                                                                                                                                                                      |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | (hard copy or website; some information may only be available by inspection) |
| Allotments                                                                                                                                                                                           | From the Clerk                                                               |
| Burial grounds and closed churchyards                                                                                                                                                                | From the Clerk                                                               |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                 | From the Clerk                                                               |
| Bus shelters                                                                                                                                                                                         | From the Clerk                                                               |
| Markets                                                                                                                                                                                              | From the Clerk                                                               |
| Public conveniences                                                                                                                                                                                  | From the Clerk                                                               |
| Agency agreements                                                                                                                                                                                    | From the Clerk                                                               |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                                                                | From the Clerk                                                               |

**Contact details:** Ramune Mimiene, Clerk to the Council, Buckden Millennium Community Centre, Burberry Road, Buckden, St Neots PE19 5UY.

Telephone 07483 333557

Email [clerk@buckdenpc.org.uk](mailto:clerk@buckdenpc.org.uk)

## 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 @ 5p per sheet (black & white) | Actual cost                                              |
|                   | Photocopying @ 15p per sheet (colour)       | Actual cost                                              |
|                   | Postage                                     | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| Statutory Fee     |                                             | In accordance with the relevant legislation              |