



Information available from Buckden Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	On the Parish Council's Notice Boards (4) and the website
Who's who on the Council and its Committees	From the Clerk
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 (4) and website
Location of main Council office and accessibility details	On the Parish Council's Notice Boards (4) and the website
Class 2 – What we spend and how we spend it 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

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)
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
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	From the Clerk
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	From the Clerk
Schedule of charges (for the publication of information)	From the Clerk
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)	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
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	(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

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 nd class
Statutory Fee		In accordance with the relevant legislation



Version Control Record

Publication Scheme

Version	Date	Author	Reason for update
Version 1	11 Feb 2020	Compliance AG	Revised
Version 2	Jun 2024	BPC	Revised, no changes