

PUBLICATION POLICY.**Policy Author & Job Title:** Parish Clerk & Responsible Finance Officer**Approved by members on:** 9th March 2018**Due for Review:** January 2019**Approved by Parish Council on 11th May 2018****Information available from Bury Parish Council under the publication scheme**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website (www.Buryvillage.co.uk) Hard copy</p>	<p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p>
Who's who on the Council and its Committees	<p>Website Hard copy</p>	<p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	<p>Website Hard copy</p>	<p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) relating to current and previous financial year as a minimum</p>	<p>Website Hard copy Noticeboard</p>	<p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p>
Annual return form and report by internal auditor	<p>Website Hard copy Noticeboard</p>	<p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p>
Finalised budget	<p>Hard copy Website Noticeboard</p>	<p>Mono copies only 10p per page. Colour if needed 20p per page.</p>

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Precept	Hard copy Website Noticeboard	Mono copies only 10p per page. Colour if needed 20p per page.
Financial Standing Orders and Regulations	Website Hard Copy	Free Mono copies only 10p per page. Colour if needed 20p per page.
Items of expenditure above £100	Website Noticeboard Hard copy	Free Free Mono copies only 10p per page. Colour if needed 20p per page.
Grants given and received	Website Hard copy	Free Mono copies only 10p per page. Colour if needed 20p per page.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy Noticeboard	Free Mono copies only 10p per page. Colour if needed 20p per page.
Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum (Parish Council Minutes)	Website Hard copy Noticeboard	Free Mono copies only 10p per page. Colour if needed 20p per page.
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy	Free Free Mono copies only 10p per page. Colour if needed 20p per page.
Agenda of meetings	Website Noticeboard Hard copy	Free Free Mono copies only 10p per page. Colour if needed 20p per page.
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Mono copies only 10p per page. Colour if needed 20p per page.
Responses to planning applications	Hard copy Website Noticeboard	Mono copies only 10p per page. Colour if needed 20p per page.

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free Mono copies only 10p per page. Colour if needed 20p per page.
Policies and procedures for the conduct of council business Procedural standing orders	Website Hard copy	Free Mono copies only 10p per page. Colour if needed 20p per page.
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard copy	Free Mono copies only 10p per page. Colour if needed 20p per page.
Register of Members Interests	Hunts District Council website Hard copy	Free Mono copies only 10p per page. Colour if needed 20p per page.

Contact details:

Bury Parish Council

Email: parish.clerk@buryvillage.co.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 @ 20p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per sheet (colour)	"
	Postage	Actual cost of Royal Mail standard 2nd class