

Publication Scheme

Last reviewed: March 2023
 Last adopted: July 2023
 Next adoption due: May 2027

Information available

website: www.buntingford-tc.gov.uk

email: admin@buntingford-tc.gov.uk

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
Class 1 - Who we are and what we do		where available 10p per A4 page
Who's who on the Council and its Committees	website and noticeboard	
Contact details of Clerk and Council members	website and noticeboard	
Location and accessibility of Council Office	website and noticeboard	
Staffing structure	website and Clerk's Office	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Clerk's Office, website	
Finalised budget	Clerk's Office	
Precept	January FC Minutes - website	
Borrowing Approval Letter	Clerk's Office	
Financial Standing Orders and Regulations	Clerk's Office, website	
Grants given and received	Clerk's Office reported in minutes available on website	
List of current contracts and value	Clerk's Office	
Members allowances and expenses	Clerk's Office	
Class 3 - What are our priorities and how are we doing		
Parish Plan	Clerk's Office and website	
Annual report to Parish Meeting	Clerk's Office	
Quality Status	Clerk's Office	available 10p per A4 page
Local Charters under DCLG guidelines	n/a	
Neighbourhood Plan	Clerk's office and website	
Class 4 - How we make decisions		available 10p per A4 page
Timetable of meetings	website, noticeboard	
Agenda of meetings	noticeboard and website	
Minutes of meetings	website	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning Applications	Planning minutes - website	
Bye-Laws	website	

Class 5 - Our policies and procedures	All available on website	
Council business:		
Procedural Standing Orders	Clerk's Office	
Committee terms of reference	Clerk's Office	
Delegated authority in respect of officers	see Standing Orders	
Code of Conduct	Clerk's Office	
Policy Statements	Clerk's Office	
Internal policy relating to delivery of services:		
Equality and diversity policy	Clerk's Office	
Health & Safety policy	Clerk's Office	
Recruitment policy	Clerk's Office	
Policy and procedures for handling requests for information	Clerk's Office	where available 10p per A4 page
Complaints procedure	Clerk's Office	
Information security policy	Clerk's Office	
Records management policy	Clerk's Office	
Data protection policy	Clerk's Office	where available 10p per A4 page
Others as agreed	Clerk's Office	
Schedule of charges for information	website	
Class 6 - Lists and Registers		
Asset register	Clerk's Office	
Register of Member's Interests	Clerk's Office	
Register of gifts and hospitality	Clerk's Office	
List of Planning Applications (since 1976)	recent summary on website	available 10p per A4 page
Class 7 - Services we offer		
Recreation facilities	website	
Management of Layston Court Gardens	Clerk's Office	
Seth Ward Community Centre	Clerk's Office	
The Manor House	Clerk's Office	
Monday Market	Clerk's Office	
Bus Shelter	Clerk's Office	
Seating, litter bins	Clerk's Office	
Clocks and Memorial	Clerk's Office	
Layston Cemetery	Clerk's Office	
Additional Information		
None		

This statement will be re-adopted every four years unless required earlier due to additional material or legislative changes.