

Publication Scheme

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| Last reviewed: | March 2022 |
| Last adopted: | May 2019 |
| Next adoption due: | May 2023 |

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 |
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| Class 1 - Who we are and what we do | | |
| 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 | where available 10p per A4 page |
| 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 | where available 10p per A4 page |
| 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 | |
| Local Charters under DCLG guidelines | n/a | |
| Neighbourhood Plan | Clerk's office and website | available 10p per A4 page |
| Class 4 - How we make decisions | | |
| 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 | |

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| 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.