

**Burnham Parish Council
Model Publication Scheme**

May 2016

All items available on the website are also available in hard copy, with charges on request.

Information to be published	How the information can be obtained	Cost
Class 1: who we are and what we do		
Who's who on the Council and its committees	Website	n/a
Contact details for Parish Clerk and Council members	Website	n/a
Location of main Council office and accessibility details	Website	n/a
Staffing structure	Website	n/a
Class 2: what we spend and how we spend it		
Annual return form and report by auditor	Website	n/a
Finalised budget	Website	n/a
Precept	Website	n/a
Borrowing Approval letter	Hard copy	On request
Financial Regulations	Website	n/a
Grants given and received	Hard copy	On request
List of current contracts awarded and value of contract	Hard copy	On request
Members' allowances and expenses	Hard copy	On request
Class 3: what our priorities are and how we are doing		
Parish Plan	n/a	n/a
Annual Report to Annual Parish Meeting	Website	n/a
Quality status	n/a	n/a

Class 4: how we make decisions		
Timetable of meetings	Website	n/a
Agendas of meetings	Website	n/a
Minutes of meetings (this will exclude information that is regarded as private to the meeting)	Website	n/a
Reports presented to council meetings (this will exclude information that is regarded as private to the meeting)	Hard copy	On request
Responses to consultation papers	Hard copy	See below
Responses to planning applications	Website	n/a
Class 5: our policies and procedures		
Standing orders	Website	n/a
Committee and sub-committee terms of reference	Website	n/a
Delegated authority in respect of officers	n/a	n/a
Code of Conduct	Website	n/a
Policy statements	Website	n/a
Staff handbook	Website	n/a
Equality and diversity policy	Website	n/a
Health and safety policy	Website	n/a
Complaints procedures	Website	n/a
Information security policy	Website	n/a
Records management policies (records retention, destruction and archive)	Hard copy	See below
Data protection policies	Hard copy	See below
Schedule of charges (for the publication of information)	See list below	n/a
Class 6: lists and registers		
Assets register	Website	n/a
Register of members' interests	Website	n/a
Register of gifts and hospitality	Website	n/a

Class 7: the services we offer		
Allotments	n/a	n/a
Burial grounds and closed churchyards	Website	n/a
Community centres and village halls	Website	n/a
Parks, playing fields and recreational facilities	Website	n/a
Seating, litter bins, clocks, memorials and lighting	Website	n/a
Bus shelters	Website	n/a
Markets	n/a	n/a
Public conveniences	Website	n/a
Agency agreements	n/a	n/a
Services for which the council is entitled to recover a fee, together with those fees	Website	n/a

Contact details:

For more information, please contact the Parish Clerk, Sheridan Edward, on the details below:

Address: Burnham Park, Windsor Lane, Burnham, SL1 7HR

Telephone: 01628 550385

Email: clerk@burnhamparish.gov.uk

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 5p per sheet (black & white or colour)	Actual cost
	Postage – Royal Mail standard 2 nd class	Actual cost