

Information available from **Buckland Dinham Parish Council** under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees, (if any)</p>	<p>Website</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p>
<p>Annual return form and report by auditor</p>	<p>Website</p>
<p>Finalised budget</p>	<p>Website</p>
<p>Precept</p>	<p>Website</p>
<p>Borrowing Approval letter</p>	<p>Not applicable</p>
<p>Financial Standing Orders and Regulations</p>	<p>Email</p>
<p>Grants given and received</p>	<p>Email</p>
<p>List of current contracts awarded and value of contract</p>	<p>Email</p>
<p>Members' expenses</p>	<p>Email</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p>Parish Plan (Buckland Dinham Area Community Plan)</p>	<p>Not available</p>

Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and Website
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Email
Timetable of meetings (Council and parish meetings)	Email and Website
Agendas of meetings (as above)	Email and Website
Minutes of meetings (as above) – Note: Excludes confidential information.	Email and Website
Reports presented to council meetings - Note: Excludes confidential information.	Email
Responses to consultation papers	Email where available
Responses to planning applications	Email / MDC website
Bye-laws	None
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	Email Email.
Delegated authority in respect of officers Code of Conduct Policy statements	Email Email Email
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: Health and Safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Email Email Not available Not available
Information security policy	Website – Financial Risk Assessment

Records management policies (records retention, destruction and archive)	Not available
Data protection policies	Not available
Schedule of charges (for the publication of information)	Email
Class 6 – Lists and Registers	(some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Email/ Website
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)	Not available
Register of members' interests	Hard copy
Register of gifts and hospitality	Not available
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Email or website; some information may only be available by inspection)
Current information only	
Seating, litter bins, dog waste bins, grit bins.	Hard copy /Email

Contact details:

Clerk: Gill Pettitt, Saddlers, Croscombe, BA5 3QJ

Tel: 01749 938104 Email: parishclerk@bucklanddinham.org Website: www.bucklanddinham.org

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Buckland Dinham
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Buckland Dinham on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Buckland Dinham or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

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Adopted June 2022 | Reviewed: