

FREEDOM OF INFORMATION ACT

Information available from Little Abington Parish Council under the model publication scheme

(Based on Model Publication Scheme developed by the Information Commissioner)

31 December 2008

Little Abington Parish Council has adopted the Model Publication Scheme prepared and approved by the information Commissioner. The table below lists the information available, how to obtain it and any charges that are applicable.

Web site address www.theabingtons.org.uk. Parish Council agendas and minutes and meeting papers can be found on the website. The Parish Council complies with the Transparency Code. All related documents can be found on the Parish Council web site pages

The Parish Council Noticeboard is in Church Lane, Little Abington close to the junction with the High Street

Clerk to the Parish Council Mrs G Dalton
27 West Field
Little Abington
Cambridge
CB21 6BE
Tel 07703 486562
e-mail clerk@littleabington.clara.co.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Notice board, Website From the Clerk	Free
Contact details for Parish Clerk and Council members	Notice board, Website From the Clerk	Free
Location of main Council office and accessibility details	Please contact the Clerk	
Staffing structure	N/A	

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Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website/From the Clerk	Free
Finalised budget	Website/ From the Clerk	Free
Precept	Website/From the Clerk	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/From the Clerk	Cost of copy
Grants given and received	Website/From the Clerk	Cost of copy
List of current contracts awarded and value of contract	From the Clerk	Cost of copy
Members' allowances and expenses	From the Clerk	Cost of copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	From the Clerk	Cost of copy
Annual Report to Parish or Community Meeting	On the website or from the Clerk.	Cost of copy
Quality status	From the Clerk	Cost of copy
Local charters drawn up in accordance with DCLG guidelines	N/A	

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Class 4 – How we make decisions	<i>(hard copy or website)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard , website, from the Clerk	Free
Agendas of meetings	Noticeboard , website, from the Clerk	Free
Minutes of meetings This excludes information that is properly regarded as private to the meeting.	Noticeboard, website, filed in Abington Institute , from the Clerk	Cost of copy
Reports presented to council meetings - NB this excludes information that is properly regarded as private to the meeting.	Website/ From the Clerk. Note meeting papers are kept on the web site for 6 months.	Cost of copy
Responses to consultation papers	Website/From the Clerk	Cost of copy
Responses to planning applications	Website/From the Clerk/SCDC	Cost of copy
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements.	Web site/ From the Clerk	Cost of copy

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Information to be published	How the information can be obtained	Cost
Policies and procedures for the provision of services and about employment of staff:	Web site/ From the Clerk	Cost of copy
Internal policies relating to the delivery of services	Website	
Equality and diversity: Statement on Equal Opportunities	Website	
Health and safety policy		
Risk Management policy	Website	
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	From the Clerk	Cost of copy
Records management policies (records retention, destruction and archive)	From the Clerk	Cost of copy
Data protection policies	From the Clerk	Cost of copy
Schedule of charges (for the publication of information)	See below	
	From the Clerk	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	<i>(hard copy or website; some information may only be available by inspection)</i>	
Any publicly available register or list	N/A	
Assets Register	Website/From the Clerk	Free
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)	N/A	
Register of members' interests	For inspection from the Clerk	Free
Register of gifts and hospitality	For inspection from the Clerk	Free
Class 7 – The services we offer		
(Information about the services we offer, e.g leaflets, guidance and newsletters produced for the public and businesses)	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	Current information only AALGA - contact the Secretary	

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Burial grounds and closed churchyards	N/A	
Community centres and village halls	Contact Institute Administrator	
Parks, playing fields and recreational facilities	Contact Recreation Ground Committee	
Seating, litter bins, clocks, memorials and lighting	From the Clerk	Free
Bus shelters	From the Clerk	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	A4 Photocopying @ 20p per side (black & white)	Actual cost
	A4 Photocopying @ 30p per side (colour)	Actual cost
	A4 Printing @20p per side	Actual cost
	Postage	Actual cost
Statutory Fee	Requests for other information outside the scope of this publication scheme where legislation applies	In accordance with the relevant legislation e.g. The Freedom of Information and Data Protection Regulations 2004
Other	Requests for other information outside the scope of this publication scheme where no relevant legislation applies.	Subject to the agreement of the Parish Council. Actual cost based on work required to provide the information and cost of printing/ copying

Reviewed May 2018

Next Review May 2019

Signed

Date

Chairman