

INFORMATION AVAILABLE FROM BABRAHAM PARISH COUNCIL UNDER THE NEW MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
Current information only		
Who is on the Council and any Committees of the Council	Noticeboard, e-mail post or website. From the Clerk	Standard Parish Council cost of £5.00 plus 50p per sheet plus any postage incurred
Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)	Noticeboard, e-mail, post or website. From the Clerk	As above
Location of main Council offices and accessibility details	Noticeboard, e-mail, post , newsletter/leaflet or websiter	As above
Staffing structure	From the Clerk	As above
Class 2- What we spend and how we spend it (Financial information related to projected and actual income and expenditure, procurement, contract and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy, noticeboard. The Clerk	As above
Finalised budget	Hard copy, noticebaord. The Clerk or website	As above
Precept	Noticeboard, minutes, hard copy, e-mail, The Clerk website	
Borrowing approval letter	The Clerk, Hard copy	As above
Financial Standing Orders	The Clerk, e-mail, hard copy	As above
Grants given and received	The Clerk, Hard copy, e-mail	As above
List of current contract awarded and value of contract	The Clerk, hard copy	A s above
Members' allowances and expenses	Not applicable	
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)	Not applicable	
Annual report to the Parish (current and previous year as a minimum)	Clerk, newsletter/leaflet, hard copy, e-mail, website. At the Annual Parish Meeting	As above
Quality Status	Not applicable but working towards	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (decision making processes and record of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee, sub-committee meetings and parish meetings)	Noticeboard, hard copy, e-mail. The Clerk or website	As above
Agendas of meetings (as above)	Noticeboard, e-mail, hard copy. The Clerk or website	As above
Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)	Noticeboard, e-mail, hard copy. The Clerk or website	As above
Reports presented to Council meetings – n.b this will exclude information that is properly regarded as private to the meeting	Signed Minutes, hard copy. The Clerk or website	As above
Responses to consultation papers	Councillors or Clerk by hard copy or website	As above
Responses to planning applications	The Clerk by hard copy or e-mail or website	As above
Bye-laws	Not applicable	
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	Hard copy, e-mail. The Clerk or website	As above
Procedural standing orders		
Committees and sub-committee terms of reference	Hard copy, e-mail. The Clerk or website	As above
Delegated authority in respect of officers	Not applicable	
Code of Conduct	Not applicable	
Policy statements	Hard copy, e-mail. The Clerk or website	As above
	Hard copy, e-mail. The Clerk	As above
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy, e-mail. The Clerk	As above
Equality and diversity policy	Hard copy, e-mail. The Clerk	As above
Health and safety policy	Hard copy, e-mail. The Clerk	As above
Recruitment policies (including current vacancies)	Hard Copy, e-mail. The Clerk	As above
Policies and procedures for handling requests for information	Hard copy, e-mail. The Clerk	As above

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, e-mail. The Clerk or website	As above
Information security policy	The Clerk	As above
Records management policies (record retention, destruction and archive)	Hard copy, e-mail. The Clerk or website	As above
Data protection policies (Babraham Parish Council signed up to the scheme set up in Cambridgeshire by CPALC)	Hard copy, e-mail. The Clerk	As above
Schedule of charges (for the publication of information)	Hard copy, e-mail, noticeboard. The Clerk or website	As above
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (electoral roll)	Available for inspection from the Clerk at a mutually agreeable time. (Cannot be photocopied)	
Assets Register	Inspection by arrangement with the Clerk	
Disclosure log (indicating information has been provided by the parish Council in response to requests)	Inspection by arrangement with the Clerk	
Register of members' interests	Inspection by arrangement with the Clerk	
Register of gifts and hospitality	Inspection by arrangement with the Clerk	
Class 7 – The services we offer (to include leaflets, guidance and newsletters produced by the Parish Council)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Referral to the relevant outside committees	
Parks, playing fields and recreational facilities	The Clerk or Councillors	
Bus shelters	The Clerk, hard copy, e-mail	As above
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy, e-mail. The Clerk	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Not applicable	
Additional Information	None found	
Any other item not covered in the above listings		

Contact details:

**Chairman
Stuart Laurie
Stanley House
High St
Babraham
CB22 3AG
01223 830025**

**Clerk
Anne Angell
10 Duxford Rd
Hinxton
Saffron Walden
Essex
CB10 1RB
Tel 01799 531827**

Schedule of Charges

This describes how the charges have been arrive at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black and white)	20p (plus time and travel)
	Photocopying @ £3.00 per sheet (colour)	£2.00 (plus time and travel)
	Postage	Actual cost of Royal Mail 2nd class (small or large size envelopes)
Statutory Fee	Power to provide and charge for providing information	In accordance with Local Government Act 1972 s 142
Other	Time taken	£5.00 in accordance with Parish Council agreed policies