

Reviewed March 2018. Next review March 2019.

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

Information to be published	How the information can be obtained	See below for cost of reproduction of documents for the public
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) Current information only	Website	
Who is on the Council and any Committees of the Council	Noticeboard and website.	
Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)	Noticeboard and website.	
Location of main Council offices and accessibility details		
Staffing structure		
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 and website.	
Finalised budget	Hard copy and website	
Precept	Minutes, hard copy and website	
Borrowing approval letter		
Financial Standing Orders		
Grants given and received	Hard copy	
List of current contract awarded and value of contract	Hard copy, minutes on website	
Members' allowances and expenses		
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)	Hard copy and website.	
Annual report to the Parish (current and previous year as a minimum)	Hardcopy and minutes on website.	
Quality Status		

Local charters drawn up in accordance with DCLG guidelines		
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, website	
Agendas of meetings (as above)	Noticeboard, hard copy and website	
Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)	Noticeboard, e-mail, and website	
Reports presented to Council meetings – n.b this will exclude information that is properly regarded as private to the meeting	Minutes on website and hard copy.	
Responses to consultation papers	Website	
Responses to planning applications	Website	
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 and website	
Procedural standing orders	Hard copy and website	
Committees and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct	Hard copy and website	
Policy statements	Hard copy and website	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services		
Equality and diversity policy	Hard copy and website	
Health and safety policy	Hard copy and website	
Recruitment policies (including current vacancies)	Hard Copy and website	
Policies and procedures for handling requests for information	Hard copy and website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website	
Information security policy		
Records management policies (record retention, destruction and archive	Hard copy and website	

Data protection policies	Website	
Schedule of charges (for the publication of information)	Hard copy and website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (electoral roll)	Available for inspection from the Clerk at a mutually agreeable time.	
Assets Register	Hard copy.	
Disclosure log (indicating information has been provided by the parish Council in response to requests)		
Register of members' interests	Hard copy. Electronic copy available to view from SCDC website	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (to include leaflets, guidance and newsletters produced by the Parish Council) Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls	Referral to the relevant outside committees	
Parks, playing fields and recreational facilities	Website	
Bus shelters	Hard copy	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
Additional Information Any other item not covered in the above listings		

Contact details:

Chairman
Stuart Laurie
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High St

Clerk
Sam Bramley
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CAMBS
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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 2 nd 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