

## Information available from Little Paxton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>Website</p>	<p>Free</p>
Who's who on the Council and its Committees	<p>Website</p> <p>Hard copy- contact Clerk</p>	<p>Free</p> <p>10p/sheet</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website</p> <p>Hard copy- contact Clerk</p> <p>Parish notice boards</p>	<p>Free</p> <p>10p/sheet</p>
Location of main Council office and accessibility details	<p>Website</p> <p>Hard copy- contact Clerk</p> <p>Parish notice boards</p>	<p>Free</p> <p>10p/sheet</p>
Staffing structure	<p>Website</p> <p>Hard Copy- contact Clerk</p>	<p>Free</p> <p>10p/sheet</p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)  Hard copy-contact Clerk	10p/sheet
Annual return from and report by auditor	Website Hard copy-contact Clerk	Free 10p/sheet
Finalised budget	Website Hard copy-contact Clerk	Free 10p/sheet
Precept	Website Hard copy-contact Clerk	Free 10p/sheet
<b>Borrowing Approval letter</b>		
Financial Standing Orders and Regulations	Website Hard copy-contact Clerk	Free 10p/sheet
Grants given and received	Hard copy-contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy-contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy-contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Hard copy-contact Clerk	10p/sheet
Parish Plan (current and previous year as a minimum)	Website Hard copy-contact Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy-contact Clerk	Free 10p/sheet
Quality status	Hard copy-contact Clerk	

Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Website Hard copy-contact Clerk	Free 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy-contact Clerk Parish Notice Boards	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy-contact Clerk Parish Notice Boards	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy-contact Clerk Parish Notice Boards	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy-contact Clerk	10p/sheet
Responses to consultation papers	Hard copy-contact Clerk	10p/sheet
Responses to planning applications	Hard copy-contact Clerk Website	10p/sheet Free
Bye-laws	Hard copy-contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
	Hard copy-contact Clerk	10p/sheet

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference</p> <p><del>Delegated authority in respect of officers</del> Code of Conduct Policy statements</p>	<p>Website/Hard Copy Website/Hard copy- contact Clerk</p> <p>Hard copy-contact Clerk Hard copy-contact Clerk Website</p>	<p>Free Free 10p/sheet</p> <p>10p/sheet 10p/sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy-contact Clerk Hard copy-contact Clerk Hard copy-contact Clerk Hard copy-contact Clerk Hard copy-contact Clerk Website Hard copy-contact Clerk</p>	<p>10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet Free 10p/sheet</p>
Information security policy	<p>Website Hard copy-contact Clerk</p>	<p>Free 10p/sheet</p>
Records management policies (records retention, destruction and archive)	Website	Free

	Hard copy-contact Clerk	10p/sheet
Data protection policies	Hard copy-contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy-contact Clerk	Free 10p/sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection) Website Hard Copy- Contact Clerk Huntingdonshire District Council website	Free Free Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy-contact Clerk Website	10p/sheet Free
Assets Register	Hard copy-contact Clerk	10p/sheet
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)	Hard copy-contact Clerk	10p/sheet
Register of members' interests	Huntingdonshire District Council's Monitoring Officer Hard Copy- contact Clerk Website	Free

Register of gifts and hospitality	Huntingdonshire District Council's Monitoring Officer	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection) Website Hard copy-contact Clerk	Free 10p/sheet
Allotments	Hard copy-contact Clerk	10p/sheet
Burial grounds and closed churchyards	Website Hard copy-contact Clerk	Free 10p/sheet
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Hard copy-contact Clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy-contact Clerk	10p/sheet
Bus shelters	Hard copy-contact Clerk	
<del>Markets</del>		
<del>Public conveniences</del>		
Agency agreements	Hard copy-contact Clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy-contact Clerk	Free 10p/sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Notice Board Policy	Website Hard copy-contact Clerk	Free

Queen Elizabeth II Playing Field Policy & Conditions of Use	Website Hard copy-contact Clerk	10p/sheet
Grant Funding Application Forms for village groups	Website Hard copy-contact Clerk	Free
Village Views	Website	Free

### Contact details:

Mrs Jennifer Gellatly  
Parish Clerk  
11 Hayling Avenue  
Little Paxton PE19 6HG

Tel 01480 470193 Office hours 9am – 2.30pm  
Email: [littlepaxton@hotmail.com](mailto:littlepaxton@hotmail.com) www. littlepaxton.cambs.info

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 15p per sheet (colour)	Actual cost 15p

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		
Retrieving items from County Records Archive Office	Locating and retrieving the information	£25 per hour Maximum fee £450

\* the actual cost incurred by the public authority

Next review May 2018