

# Babraham Parish Council Publication Scheme 2020

Review 9 April 2020

## History

		Signed (Chair)	Signed (Clerk)	Minute
Adopted	March 2018			
Reviewed	March 2019	<i>Not reviewed</i>		
Review	April 2020			
Review	March 2021			

## Information available from Babraham Parish Council under its new model publication scheme

The Information Commissioner's Office (ICO) would expect "Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release."

**For all categories of information, please email the Clerk for any query or alternative format if available: [clerk@babraham-village.net](mailto:clerk@babraham-village.net).**

## We publish our Schedule of Charges at the end of this document

Information to be published	How the information can be obtained
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 Website

Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)	Noticeboard Website
Location of main Council offices and accessibility details	Website
Staffing structure	
<b>Class 2- What we spend and how we spend it</b> 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	Website Hard copy
Finalised budget	Website Hard copy
Precept	Minutes Website Hard copy
Borrowing approval letter	None as of March 2020
Financial Standing Orders	Website Hard copy
Grants given and received	Website Hard copy
List of current contracts awarded and value of contract	Minutes Website Hard copy
Members' allowances and expenses	Minutes Website
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews: current and previous year as a minimum	
Parish Plan Current and previous year as a minimum	Website Hard copy
Annual report to the Parish Current and previous year as a minimum	Website Hard copy Minutes
Quality Status	Not applied as of March 2020

Local charters drawn up in accordance with DCLG guidelines	None as of March 2020
<b>Class 4 – How we make decisions</b>	
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 Website Hard copy
Agendas of meetings (as above)	Noticeboard Website Hard copy
Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)	Noticeboard Website Hard copy
Reports presented to Council meetings Note that this will exclude information that is properly regarded as private to the meeting	Website Minutes Hard copy
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b>	
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 Committees and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and website Hard copy and website Not applicable as of March 2020 Hard copy and website Hard copy and website 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 Health and safety policy Recruitment policies (including current vacancies)	None as of March 2020 Hard copy and website Hard Copy and website 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
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
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.
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
<b>Class 7 – The services we offer</b>	
Includes leaflets, guidance and newsletters produced by the Parish Council: current information only	
Allotments	None as of March 2020
Burial grounds and closed churchyards	None
Community centres and village halls	Referral to the relevant outside committees
Parks, playing fields and recreational facilities	Website
Bus shelters	Hard copy
Markets	None
Public conveniences	None
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees (such as burial fees)	None
<b>Additional Information</b>	
Any other item not covered in the above listings	

--	--

## Contact details

**Stuart Laurie**  
**Chair**

Shepherd's Cottage  
High Street  
Babraham  
Cambridge  
CB22 3AG  
01223 830025

**Don Powell**  
**Clerk**

68 Woodland Road  
Sawston  
Cambridge  
CB22 3DU  
0778 6858 220  
clerk@babraham-village.net

## Schedule of Charges

This describes how the charges have been arrived at and are included as part of this 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 <sup>nd</sup> 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