

Information available from Caldecote Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do CALDECOTE PARISH COUNCIL Local government administration This will be current information only		
Who's who on the Council and its Committees	http://www.caldecote.gov.uk or the village notice board	Hard copy 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	First point of contact the clerk Roger Hume, 13 Willow Lane Great Cambourne Cambridge CB23 6AB 01954 201808	Hard copy 10p per sheet
Location of main Council office and accessibility details	clerk as above	Hard copy 10p per sheet
Staffing structure	clerk as above	Hard copy 10p per sheet

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	clerk as above	Hard copy 10p per sheet
Finalised budget	clerk as above	Hard copy 10p per sheet
Precept	clerk as above	Hard copy 10p per sheet
Borrowing Approval letter	clerk as above	Hard copy 10p per sheet
Financial Standing Orders and Regulations	clerk as above	Hard copy 10p per sheet
Grants given and received	clerk as above	Hard copy 10p per sheet
List of current contracts awarded and value of contract	clerk as above	Hard copy 10p per sheet
Members' allowances and expenses	None	
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)	In progress	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Delivered to all homes or clerk as above	Hard copy 10p per sheet
Quality status	clerk as above	Hard copy 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	clerk as above	Hard copy 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	http://www.caldecote.gov.uk or the village notice board	Hard copy 10p per sheet
Agendas of meetings (as above)	http://www.caldecote.gov.uk or the village notice board	Hard copy 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	http://www.caldecote.gov.uk or the village notice board	Hard copy 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available at meetings Or from the clerk	Hard copy 10p per sheet
Responses to consultation papers	from the clerk	Hard copy 10p per sheet
Responses to planning applications	from the clerk	Hard copy 10p per sheet
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Contact the clerk 01954 201808 parishclerk@caldecote.gov.uk Roger Hume 13 Willow Lane Great Cambourne Cambridge CB23 6AB	Hard copy 10p per sheet

<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</p>	<p>Contact the clerk 01954 201808 parishclerk@caldecote.gov.uk</p> <p>Roger Hume 13 Willow Lane Great Cambourne Cambridge CB23 6AB</p>	Hard copy 10p per sheet
<p>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>	From the clerk	Hard copy 10p per sheet
Information security policy	Not applicable	Hard copy 10p per sheet
Records management policies (records retention, destruction and archive)	From the clerk	Hard copy 10p per sheet
Data protection policies	From the clerk	Hard copy 10p per sheet
Schedule of charges (for the publication of information)	From the clerk	Hard copy 10p per sheet
<h2>Class 6 – Lists and Registers</h2>		
<p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the clerk	Hard copy 10p per sheet
Assets Register	From the clerk	Hard copy 10p per 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)	From the clerk	Hard copy 10p per sheet
Register of members' interests	From the clerk	Hard copy 10p per sheet
Register of gifts and hospitality	From the clerk	Hard copy 10p per sheet

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	From the clerk	Hard copy 10p per sheet
Parks, playing fields and recreational facilities	From the clerk	Hard copy 10p per sheet
Seating, litter bins, clocks, memorials and lighting	From the clerk	Hard copy 10p per sheet
Bus shelters	From the clerk	Hard copy 10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

This policy was adopted by Caldecote Parish Council on 4th December 2008 (Agenda point Ref 438.6)