

## Information available from (*Comberton Parish Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>15p per sheet (black and white) plus postage</p> <p>25p per sheet (colour) plus postage</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>15p per sheet (black and white) plus postage</p> <p>25p per sheet (colour) plus postage</p>

Location of main Council office and accessibility details	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Staffing structure	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Finalised budget	Website Hard copy	Free  15p per sheet (black and white) plus postage

		25p per sheet (colour) plus postage
Precept	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Borrowing Approval letter	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
All items of expenditure above £100	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Financial Standing Orders and Regulations	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Grants given and received	Website Hard copy	Free  15p per sheet (black and white) plus postage

		25p per sheet (colour) plus postage
List of current contracts awarded and value of contract	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Members' allowances and expenses	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<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		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Parish Plan	Website Hard copy	Free £1 per copy plus postage
Annual Report to Parish or Community	Website Hard copy	Free  15p per sheet

Meeting		(black and white) plus postage  25p per sheet (colour) plus postage
Quality status	Hard copy	15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy	15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free  15p per sheet (black and white) plus postage

		25p per sheet (colour) plus postage
Agendas of meetings (as above)	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Responses to consultation papers	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Responses to planning applications	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet

		(colour) plus postage
Bye-laws	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Hard copy	Free  £2 per copy max plus postage  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including</li> </ul>	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage

those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Hard copy	Free  15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Assets register, including details of public land and building assets	Website Hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	South Cambridgeshire District Council	
Register of members' interests	Website  South Cambridgeshire District Council	
Register of gifts and hospitality	Website  South	

	Cambridgeshire District Council	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Bus shelters	Hard copy	15p per sheet (black and white) plus postage  25p per sheet (colour) plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>		

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost – 15p
	Photocopying @ 20p per sheet (colour)	Actual cost – 25p
	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>		

\* the actual cost incurred