

Information available from Waterbeach Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (excl Postage where applicable)
<p>Class1 - Who we are and what we do (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>	Website and/or Hard copy	
Who's who on the Council and its Committees	Website, hard copy	Free / 10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, hard copy	Free / 10p per page
Location of main Council office and accessibility details	Website, hard copy	Free / 10p per page
Staffing structure	Hard copy	10p per page
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website, hard copy	Free / 10p per page
Annual return form and report by auditor	Website, hard copy	Free / 10p per page
Finalised budget	Website, hard copy	Free / 10p per page
Precept	Website, hard copy	Free / 10p per page

Borrowing Approval letter	Hard copy	10p per page
Financial Standing Orders and Regulations	Website, hard copy	Free / 10p per page
Grants given and received	Hard copy	10p per page
List of current contracts awarded and value of contract	Hard copy	10p per page
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website, hard copy	
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, hard copy	Free / 10p per page
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website, hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, hard copy	Free / 10p per page
Agendas of meetings (as above)	Website, hard copy	Free / 10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	Free / 10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	Free / 10p per page
Responses to consultation papers	E-mail or hard copy	Free / 10p per page
Responses to planning applications	E-mail or hard copy	Free / 10p per page

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	Website, hard copy, e-mail	Free / 10p per page
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	Website, hard copy	Free / 10p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Member/Officer Protocol Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, hard copy	Free / 10p per page
Information security policy	Website, hard copy	Free / 10p per page
Records management policies (records retention, destruction and archive)	Not Applicable	Free / 10p per page
Data protection (Privacy)policies	Website, hard copy	Free / 10p per page
Schedule of charges (for the publication of information)	Hard copy	10p per page

Class 6 – Lists and Registers Currently maintained lists and registers only	(Website, hard copy; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per page
Assets Register	Hard copy	10p per page
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)	Not Applicable	
Register of members' interests	Website (SCDC with link), hard copy	Free / 10p per page
Register of gifts and hospitality	Not Applicable	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Website, hard copy; some information may only be available by inspection)	
Allotments	Not Applicable	
Burial grounds and closed churchyards	(Hard copy; some information may only be available by inspection)	Free / 10p per page
Community centres and village halls	Not applicable	Free / 10p per page
Parks, playing fields and recreational facilities	Website, hard copy	Free / 10p per page
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free / 10p per page
Bus shelters	Hard copy	Free / 10p per page
Markets	Not Applicable	
Public conveniences	Website, hard copy	Free / 10p per page
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together	Website, hard copy	Free / 10p per page

with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(Website, hard copy and e-mail; some information may only be available by inspection)	

CONTACT DETAILS:

Shelley Mason
Parish Clerk
Waterbeach Parish Council
The Old Pavilion
Recreation Ground

Cambridge Road
CB25 9NJ

Tel: 01223 441 338

E-Mail: council@waterbeach.org.uk

Website: <http://www.waterbeach.org.uk/council>

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)	Estimate of Actual Cost *
	Photocopying per sheet (colour)	Not Applicable
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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation: Fees are set by the Secretary of State and were amended in Parliament by The Certification Officer (Amendment of Fees) Regulations 2005 (SI 2005/713) under the provisions of sections 108 and 293 of the Trade Union and Labour Relations (Consolidation) Act 1992
Other		

* the actual cost incurred by the public authority