

Reviewed March 2024. Next review March 2025

**INFORMATION AVAILABLE FROM BABRAHAM PARISH COUNCIL UNDER THE NEW MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	See below for cost of reproduction of documents for the public
<b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts)  <b>Current information only</b>	Website	
<b>Who is on the Council and any Committees of the Council</b>	Noticeboard and website.	
<b>Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)</b>	Noticeboard and website.	
<b>Location of main Council offices and accessibility details</b>		
<b>Staffing structure</b>		
<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		
<b>Annual return form and report by auditor</b>	Hard copy and website.	
<b>Finalised budget</b>	Hard copy and website	
<b>Precept</b>	Minutes, hard copy and website	
<b>Borrowing approval letter</b>		
<b>Financial Standing Orders</b>	Website	
<b>Grants given and received</b>	Hard copy	
<b>List of current contract awarded and value of contract</b>	Hard copy, minutes on website	
<b>Members' allowances and expenses</b>		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Parish Plan (current and previous year as a minimum)</b>	Hard copy and website.	
<b>Annual report to the Parish (current and previous year as a minimum)</b>	Hardcopy and minutes on website.	
<b>Quality Status</b>		

<b>Local charters drawn up in accordance with DCLG guidelines</b>		
<b>Class 4 – How we make decisions (decision making processes and record of decisions) Current and previous council year as a minimum</b>		
<b>Timetable of meetings (Council, any committee, sub-committee meetings and parish meetings)</b>	Noticeboard, hard copy, website	
<b>Agendas of meetings (as above)</b>	Noticeboard, hard copy and website	
<b>Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)</b>	Noticeboard, e-mail, and website	
<b>Reports presented to Council meetings – n.b this will exclude information that is properly regarded as private to the meeting</b>	Minutes on website and hard copy.	
<b>Responses to consultation papers</b>	Website	
<b>Responses to planning applications</b>	Website	
<b>Bye-laws</b>	Not applicable	
<b>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</b>		
<b>Policies and procedures for the conduct of council business</b>	Hard copy and website	
<b>Procedural standing orders</b>	Hard copy and website	
<b>Committees and sub-committee terms of reference</b>		
<b>Delegated authority in respect of officers</b>		
<b>Code of Conduct</b>	Hard copy and website	
<b>Policy statements</b>	Hard copy and website	
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
<b>Internal policies relating to the delivery of services</b>		
<b>Equality and diversity policy</b>	Hard copy and website	
<b>Health and safety policy</b>	Hard copy and website	
<b>Recruitment policies (including current vacancies)</b>	Hard Copy and website	
<b>Policies and procedures for handling requests for information</b>	Hard copy and website	
<b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b>	Hard copy and website	
<b>Information security policy</b>		
<b>Records management policies (record retention, destruction and archive</b>	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> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (electoral roll)	Available for inspection from the Clerk at a mutually agreeable time.	
Assets Register	Hard copy and website	
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> (to include leaflets, guidance and newsletters produced by the Parish Council) Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Referral to the relevant outside committees	
Parks, playing fields and recreational facilities	Website	
Bus shelters	Hard copy	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
<b>Additional Information</b> Any other item not covered in the above listings		

#### 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 @ 50p per sheet (black and white)	20p (plus time and travel)
	Photocopying @ £3.00 per sheet (colour)	£2.00 (plus time and travel)

	<b>Postage</b>	<b>Actual cost of Royal Mail 2<sup>nd</sup> class (small or large size envelopes)</b>
<b>Statutory Fee</b>	<b>Power to provide and charge for providing information</b>	<b>In accordance with Local Government Act 1972 s 142</b>
<b>Other</b>	<b>Time taken</b>	<b>£5.00 in accordance with Parish Council agreed policies</b>