

Information available from Alconbury Weston Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<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>	(hard copy and/or website)	
Who's who on the Council and its Committees	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>5p per copy plus postage</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>5p per copy plus postage</p>
Location of main Council office and accessibility details	Website	Free

	Hard copy	5p per copy plus postage
Staffing structure	Website Hard copy	Free 5p per copy plus postage
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	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	5p per copy plus postage
Finalised budget	Hard copy	5p per copy plus postage
Precept	Hard copy	5p per copy plus

		postage
Borrowing Approval letter	Hard copy	5p per copy plus postage
Financial Standing Orders and Regulations	Hard copy	5p per page plus postage
Grants given and received	Hard copy	5p per copy plus postage
List of current contracts awarded and value of contract	Hard copy	5p per copy plus postage
Members' allowances and expenses	Hard copy	5p per copy plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (none)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 5p per

		page plus postage
Quality status (none)		
Local charters drawn up in accordance with DCLG guidelines (none)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	5p per copy plus postage
Agendas of meetings (as above)	Website & to view only on notice boards Hard copy	Free 5p per copy plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & to view only on notice boards Hard copy	Free 5p per page plus

		postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per page plus postage
Responses to consultation papers	Hard copy	5p per page plus postage
Responses to planning applications	Hard copy	5p per page plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Hard copy Hard copy Hard copy Hard copy Hard copy	5p per page plus postage

<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 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>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy</p>	<p>5p per page plus postage</p>
Information security policy	Hard copy	5p per page plus postage
Records management policies (records retention, destruction and archive)	Hard copy	5p per page plus postage
Data protection policies	Hard copy	5p per page plus postage
Schedule of charges (for the publication of information)	<p>Website Hard copy</p>	<p>Free 5p per copy plus</p>

		postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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	5p per page plus postage
Assets Register	Hard copy	5p per page plus postage
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	Not applicable	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	5p per

		copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per copy
Bus shelters	Not applicable	
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	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Alconbury Weston Parish Council
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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 @ 5p per sheet (black & white)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 nd class