

Balsham Parish Council

Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Balsham PC is an elected Parish Council consisting of 9 Parish Councillors.

The PC meets 10 times a year.

What we spend and how we spend it.

The PC sets a yearly budget and the PC adheres to the Financial Regulations.

What our priorities are and how we are doing.

All priorities are discussed at the PC meetings.

How we make decisions.

All decisions are made in line with the statutory regulations of Parish Councils and are detailed in the minutes.

Our policies and procedures.

All PC adheres to all the policies and procedures set out in the Code of Conduct, Financial Regulations and Standing Orders

Lists and Registers.

The Clerk holds the list of Electors, Register of Interests, Declaration of Office and all other statutory lists and registers.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Model Publication Info

Information available from

Balsham Parish Council

Under the model publication scheme

The information below is set out as follows:

Information to be published – [How the information can be obtained](#)/[Cost](#)

Class 1 – Who we are and what we do

Balsham PC is an elected Parish Council consisting of 9 Parish Councillors. The PC meets 10 times a year.

This will be current information only

N.B. Councils should already be publishing as much information as possible about how they can be contacted. – [Hard copy and/or website](#)

Who's who on the Council and its Committees – [Website + Magazine](#)

Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) – [Website and Magazine](#)

Location of Clerk's office – [Website and magazine](#)

Staffing structure

Class 2 – What we spend and how we spend it

The PC sets a yearly budget and the PC adheres to the Financial Regulations

Current and previous financial year as a minimum – [Hard copy 5p/ sheet](#)

Annual return form and report by auditor – [Hard Copy/10p/sheet](#)

Finalised budget – [Hard Copy/10p /sheet](#)

Precept – [Hard Copy /10p /sheet](#)

Financial Standing Orders and Regulations – [Hard Copy /**10p /sheet](#)

Grants given and received – [Hard Copy/10p /sheet](#)

List of current contracts awarded and value of contract – [Hard Copy /*10p /sheet](#)

Members' allowances and expenses

Class 3 – What our priorities and how we are doing

All priorities are discussed at the PC meetings. – [Hard copy /10p /sheet](#)

Class 4 – How we make decisions

All decisions are made in line with the statutory regulations of Parish Councils and are detailed in the minutes.

Current and previous council year as a minimum – [Hard copy /10p /sheet](#)

Timetable of meetings (*Council, any committee/sub-committee meetings and community meetings*)

– [Notice Board, magazine and website](#)

Agendas of meetings (as above) – [Notice Board and website](#)

Approved Minutes of meetings (as above) - *nb this will exclude information that is properly regarded as private to the meeting.* – [Website or on request from Clerk 5p per copy](#)

Reports presented to council meetings - *nb this will exclude information that is properly regarded as private to the meeting.* – [Website/noticeboard](#)

Responses to consultation papers – [hardcopy 10p per sheet](#)

Responses to planning applications –[Hard Copy/10p /sheet](#)

Class 5 – Our policies and procedures

All PC adheres to all the policies and procedures set out in the Code of Conduct, Financial Regulations and Standing Orders

Current information only – [Hard copy /10p /sheet](#)

Policies and procedures for the conduct of council business: – [10p /sheet](#)

Procedural standing orders – [Hard Copy](#)

Committee and sub-committee terms of reference – [Hard Copy](#)

Delegated authority in respect of officers – [Hard Copy](#)

Code of Conduct – [Hard Copy](#)

Policy statements – [Hard Copy](#)

Policies and procedures for the provision of services and about the employment of staff: – [10p /sheet](#)

Internal policies relating to the delivery of services – [Hard Copy](#)

Policies and procedures for handling requests for information – [5p sheet](#)

Complaints procedures (*including those covering requests for information and operating the publication scheme*) [5p sheet](#)

As model publication scheme – [10p /sheet](#)

Information security policy – [Sensitive information withheld](#)

Records management policies (*records retention, destruction and archive*) – [Clerk office](#)

Data protection policies – [As standard](#)

Schedule of charges (*for the publication of information*) – [Published as part of guide](#)

Class 6 – Lists and Registers

The Clerk holds the list of Electors, Register of Interests, Declaration of Office and all other statutory lists and registers.

– [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](#)

Assets Register – [Hard Copy](#)

Disclosure log (*indicating the information that has been provided in response to requests; recommended as good practice*)

Register of members' interests – [SCDC Website](#)

Register of gifts and hospitality

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 – [Hard Copy/10p /sheet](#)

Parks, playing fields and recreational facilities – [Hard Copy/10p /sheet](#)

Seating, litter bins, clocks, memorials and lighting – [Hard Copy/10p /sheet](#)

Bus shelters – [Hard Copy/10p /sheet](#)

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 * 5p |
| | Photocopying @15p per sheet (colour) | Actual cost* 10p |
| | Postage standard 2nd class stamp | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

* the actual cost incurred by the public authority

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details: The Clerk at: 33, Rivey Way, Linton, Cambridge, CB21 4LH
01223 894462/07929930385 tracy@Coston.me.uk Website: www.balsham.net