

Information available from Willingham 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 applicable' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Location of main Council office and accessibility details	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Staffing structure	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Precept	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Finalised budget	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Grants given and received	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Members' allowances and expenses	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Class 3 – What our priorities are and how we are doing (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 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Parish Plan	Website Hard copy	Free £1 per copy plus postage
Annual Report to Parish or Community Meeting	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
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 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Class 4 – How we make decisions (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 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet (black and white) plus Postage 15p 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 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Responses to consultation papers	Hard copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Responses to planning applications	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Bye-laws	Hard copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 £2 per copy max plus postage 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection	Website Hard copy	Free 10p per sheet (black and white) plus postage

(including data sharing and CCTV usage) policies		15p per sheet (colour) plus postage
Class 6 – Lists and Registers		
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 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Assets register, including details of public land and building assets	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Register of members' interests	Website South Cambs District Council	Free
Register of gifts and hospitality	Website South Cambs District Council	Free

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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard Copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Bus shelters	Hard Copy	10p per sheet (black and white) plus postage 15p 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)	Website Hard copy	Free 10p per sheet (black and white) plus postage 15p per sheet (colour) plus postage
Additional Information Information not itemised in the lists above	None	

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

* the actual cost incurred