



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Freedom of information Publication Scheme

**AS ADOPTED BY Cambourne Parish Council
ON 18th November 2008
Updated 4th March 2014**

**Amended By Cambourne Town Council
On 19th March 2019**

Information available from Cambourne Town 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> | | |
| Who's who on the Council and its Committees | hard copy and website | Hard copy 10p/sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | hard copy and website | Hard copy 10p/sheet |
| Location of main Council office and accessibility details | hard copy and website | Hard copy 10p/sheet |
| Staffing structure | hard copy | Hard copy 10p/sheet |
| <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> | | |
| Annual return form and report by auditor | hard copy and website | Hard copy 10p/sheet |
| Finalised budget | hard copy and website | Hard copy 10p/sheet |
| Precept | hard copy and website | Hard copy 10p/sheet |
| Borrowing Approval letter | hard copy and website | Hard copy 10p/sheet |

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| Financial Standing Orders and Regulations | hard copy and website | Hard copy 10p/sheet |
| Grants given and received | hard copy and website | Hard copy 10p/sheet |
| List of current contracts awarded and value of contract | hard copy | Hard copy 10p/sheet |
| Members' allowances and expenses | n/a | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) (When produced there is no current Parish Plan) | hard copy and website | Hard copy 10p/sheet |
| Annual Report to Town or Community Meeting (current and previous year as a minimum) | hard copy and website | Hard copy 10p/sheet |
| Quality status (when applied for) | hard copy and website | Hard copy 10p/sheet |
| Local charters drawn up in accordance with DCLG guidelines (when any are drawn up) | hard copy and website | Hard copy 10p/sheet |
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| 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, any committee/sub-committee meetings and Town meetings) | hard copy and website | Hard copy 10p/sheet |
| Agendas of meetings (as above) | hard copy and website | Hard copy 10p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | hard copy and website | Hard copy 10p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | hard copy | Hard copy 10p/sheet |
| Responses to consultation papers | hard copy | Hard copy 10p/sheet |
| Responses to planning applications | hard copy | Hard copy 10p/sheet |

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| Bye-laws (when any are drawn up) | hard copy and website | Hard copy 10p/sheet |
| 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, sub-committee and working party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | hard copy and website | Hard copy 10p/sheet |
| Policies and procedures for the provision of services and about the employment of staff: 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) As included in staff hand book. | hard copy | Hard copy 10p/sheet |
| Information security policy | hard copy | Hard copy 10p/sheet |
| Records management policies (records retention, destruction and archive) | hard copy | Hard copy 10p/sheet |
| Data protection policies | hard copy | Hard copy 10p/sheet |
| Schedule of charges)for the publication of information) | | |

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| 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) | | |
| Assets Register | available by inspection | |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils) | | |
| Register of members' interests | available by inspection | |
| Register of gifts and hospitality | available by inspection | |
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| 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 | hard copy | Hard copy 10p/sheet |
| Burial grounds and closed churchyards (once open) | available by inspection | |
| Community centres and village halls | hard copy and website | Hard copy 10p/sheet |
| Parks, playing fields and recreational facilities | hard copy and website | Hard copy 10p/sheet |
| Seating, litter bins, clocks, memorials and lighting as appropriate. | hard copy and website | Hard copy 10p/sheet |
| Bus shelters | hard copy and website | Hard copy 10p/sheet |
| Markets | n/a | |
| Public conveniences | n/a | |
| Agency agreements | available by inspection | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | available by inspection | |

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| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| This is kept clear for additional information. | | Hard copy 10p/sheet |
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Contact details:

John Vickery Clerk to the Town Council

Town Office, The Hub, Cambourne community Centre, High Street, Cambourne, Cambridge. CB23 6GW.

Tel 01954 714403 Fax 01954 710602

E-Mail clerk@cambourneparishcouncil.gov.uk

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