

## Information available from Burwell Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Working Groups	Website Hard Copy	Free 5p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 5p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	Free 5p per sheet plus postage
Staffing structure	Website Hard Copy	Free 5p per sheet plus postage
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		

Annual return form and report by auditor	Hard Copy/Website (Free)	5p per sheet plus postage
Finalised budget	Hard Copy/Website (Free)	5p per sheet plus postage
Precept	Hard Copy/Website (Free)	5p per sheet plus postage
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy/Website (Free)	5p per sheet plus postage
Grants given and received	Hard copy/Website within the Minutes	5p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy/Website within the Minutes	5p per sheet plus postage
Members' allowances and expenses	Hard Copy/Website within the Minutes	5p per sheet plus postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 5p per sheet plus postage
Local Charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (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 parish meetings)	Website Hard Copy	Free 5p per sheet

		plus postage
Agendas of meetings (as above)	Website Hard Copy	Free 5p per sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 5p per sheet 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 sheet plus postage
Responses to consultation papers	Hard Copy	5p per sheet plus postage
Responses to planning applications	Hard Copy/ECDC Website/Planning Portal	5p per sheet plus postage
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (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	Hard Copy/Website Hard Copy Hard Copy Hard Copy Hard Copy	5p per sheet plus postage  5p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	N/A	

Equality and diversity policy	Hard Copy	5p per sheet
Health and safety policy	Hard Copy	postage
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Hard Copy/Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy/Website	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	5p per sheet plus postage
Data protection policies		
Schedule of charges )for the publication of information)	Website Hard Copy	5p per sheet plus postage
<b>Class 6 – Lists and Registers</b>	(hard copy or website: some information may only be available by inspection)	
Currently maintained lists and registers only		
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 sheet plus postage
Assets Register	Hard Copy	5p per sheet 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)	N/A	
Register of members' interests	ECDC Website Hard copy	Free 5p per sheet plus postage
Register of gifts and hospitality	ECDC Website	

<b>Class 7 – The services we offer</b> (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	5p per sheet plus postage
Burial grounds and closed churchyards	Hard Copy	5p per sheet plus postage
Community centres and village halls	Hard Copy	5p per sheet plus postage
Parks, playing fields and recreational facilities	Hard Copy	5p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p per sheet plus postage
Bus shelters	Hard Copy	5p per sheet plus postage
Markets	N/A	
Public conveniences	Hard Copy	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	5p per sheet plus postage
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £0.05 per sheet (black & white)	Actual cost - £0.05
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

Reviewed September 2014

Reviewed January 2019

Reviewed October 2020