



The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales, to adopt and maintain a publication scheme. The information available from **Cheveley Parish Council** is published in accordance with the Information Commissioners Office model publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website/hard copy/email	Free/10p per page/free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website/hard copy/email	Free/10 per page/free
Location of Council office and accessibility details	Website/hard copy/email	Free/10 per page/free
Staffing structure (Subject to limitations of General Data Protection Regulations 2018)	Website/hard copy/email	Free/10p per page/free

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		
Annual return form and report by auditor	Website/hard copy (6 pages) / email	Free/10p per page/free
Finalised budget	Website/hard copy/email	Free/10p per page/free
Precept	Website/hard copy/email	Free/10p per page/free
Borrowing Approval letter (where any such borrowing has been undertaken)	Hard copy/email	10 per page/free
Financial Regulations and Standing Orders	Website/hard copy/email	Free/10p per page/free
Grants given and received	Hard copy/email	10 per page/free
List of current contracts awarded and value of contract	Website/hard copy/email	Free/10p per page/free
Members' allowances and expenses	Hard copy/email	10p per page/free



Information Commissioner's Office

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		
Parish Plan (current and previous plan as a minimum)	Website/hard copy/email	Free/10 per page/free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy/email	Free/10 per page/free
Quality status (if applicable)	Hard copy/email	10p per page/free
Local charters drawn up in accordance with DCLG guidelines	Hard copy/email	10p per page/free
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/email	Free/10p per page/free
Agendas of meetings (as above)	Website/hard copy/email	Free/10p per page/free
Minutes of meetings (as above) – <i>N.B. this will exclude information that is properly regarded as private to the meeting.</i>	Website/hard copy/email	Free/10 per page/free
Reports presented to council meetings – <i>N.B. this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy/email	10p per page/free

Responses to consultation papers	Hard copy/email	10p per page/free
Responses to planning applications	Website/hard copy/email	Free/10p per page/free
Bye-laws	Website/hard copy/email	Free/10 per page/free
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/email	Free/10p per page/free
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 (including current vacancies)	Website/hard copy/email Website/hard copy/email Website/hard copy/email Website/hard copy/email	Free/10p per page/free Free/10p per page/free Free/10p per page/free Free/10p per page/free

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/hard copy/email Website/hard copy/email	Free/10p per page/free Free/10p per page/free
Information security policy	Website/hard copy/email	Free/10p per page/free
Records management policies (records retention, destruction and archive)	Website/hard copy/email	Free/10p per page/free
Data Protection policies	Website/hard copy/email	Free/10p per page/free
Schedule of charges (for the publication of information)	Website/hard copy/email	Free/10p per page/free
Class 6 – Lists and Registers 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	10 per page
Assets register	Hard copy	10p per page
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 – available from Monitoring Officer at East Cambs District Council.	

Register of members' interests	Original documents maintained by ECDC. Hard copy available.	10p per page
Register of gifts and hospitality	Original documents maintained by ECDC. Hard copy available.	10p per page
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/email	10p per page/free
Community centres and village halls	Hard copy/email	10p per page/free
Parks, playing fields and recreational facilities	Hard copy/email	10p per page/free
Seating, litter bins, clocks, memorials and lighting	Hard copy/email	10p per page/free
Bus shelters	Hard copy/email	10p per page/free

Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/email	10p per page/free
Additional Information This will provide councils with the opportunity to publish information that is not itemised in the lists above.		
Community Plan 2016	Hard copy	£1

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white only)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Parish Plan - £1	Actual cost*

* the actual cost incurred by the public authority

Contact Details:

The Clerk to Cheveley Parish Council

(or Chairman)

c/o 59 West Street

Isleham

Ely, Cambs

CB7 5SD

Tel: 01638 780835

Email: clerk@cheveley-pc.gov.uk

Website: www.cheveley-pc.gov.uk

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow

Cheshire

SK9 5AF

Information Line: 08456 30 60 60 or 01625 545745

Website: www.ico.gov.uk