

**Information available from Fowlmere Parish Council under the model Publication Scheme**

| <b>How the information can be obtained</b> |                            |
|--|----------------------------|
| <b>Format</b>                              | <b>Cost</b>                |
| Website download                           | Free                       |
| Hard copy                                  | 15p per page, plus postage |

| <b>Information to be published</b>   | <b>Website</b> | <b>Hard copy</b> |
|--|----------------|------------------|
| <b>Class 1 - Who we are and what we do</b>   |                |                  |
| (Organisational information, structures, locations and contacts)<br>This will be current information only                              |                |                  |
| Who's who on the Council and its Committees  | X              | X                |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) |                | X                |

| <b>Class 2 - What we spend and how we spend it</b>  | <b>Website</b> | <b>Hard copy</b> |
|---|----------------|------------------|
| (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum |                |                  |
| Annual return form and report by auditor  | X              | X                |
| Finalised budget  | X              | X                |
| Precept   | -              | X                |
| Financial Standing Orders and Regulations   | X              | X                |
| Grants given and received   | -              | X                |
| List of current contracts awarded and value of contract   | -              | X                |
| Members' allowances and expenses  | -              | X                |

| <b>Class 3 - What our priorities are and how we are doing</b>                            | <b>Website</b> | <b>Hard copy</b> |
|--|----------------|------------------|
| (Strategies and plans, performance indicators, audits, inspections and reviews)          |                |                  |
| Annual Report to Parish or Community Meeting<br>(current and previous year as a minimum) | X              | X                |

| <b>Class 4 - How we make decisions</b>  | <b>Website</b> | <b>Hard copy</b> |
|---|----------------|------------------|
| (Decision-making processes and records of decisions)<br>Current and previous Council year as a minimum                        |                |                  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                     | X              | X                |
| Agendas of meetings (as above)  | -              | X                |
| Minutes of meetings (as above) - NB This will exclude information that is properly regarded as private to the meeting.        | X              | X                |
| Reports presented to Council meetings - NB This will exclude information that is properly regarded as private to the meeting. | -              | X                |
| Responses to consultation papers  | -              | X                |
| Responses to planning applications (downloads from the Greater Cambridge Shared Planning Website)                             | -              | X                |

| <b>Class 5 - Our policies and procedures</b>  | <b>Website</b> | <b>Hard copy</b> |
|---|----------------|------------------|
| (Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only |                |                  |
| Procedural Standing Orders  | X              | X                |
| Code of Conduct   | X              | X                |
| Policy statements   | X              | X                |
| Financial Regulations   | X              | X                |

| <b>Class 6 - Lists and Registers</b>  | <b>Website</b> | <b>Hard copy</b> |
|---|----------------|------------------|
| Currently maintained lists and registers only<br>(hard copy or website; some information may only be available by inspection) |                |                  |
| Register of members' interests  | -              | X                |

| <b>Class 7 - The services we offer</b>   | <b>Website</b> | <b>Hard copy</b> |
|--|----------------|------------------|
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only<br>(hard copy or website; some information may only be available by inspection) |                |                  |
| Burial grounds and closed churchyards  | -              | X                |
| Community centres and village halls  | -              | X                |
| Parks, playing fields and recreational facilities  | -              | X                |
| Seating, litter bins, clocks, memorials and lighting   | -              | X                |
| Bus shelters   | -              | X                |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)  | X              | X                |

| <b>Additional Information</b>  | <b>Website</b> | <b>Hard copy</b> |
|--|----------------|------------------|
| This provides Councils with the opportunity to publish information that is not itemised in the lists above | -              | X                |

|                  |                               |
|------------------|-------------------------------|
| Contact Details: | Fowlmere Parish Council       |
| PO Box 273       | Tel: 01763 208901             |
| Royston          | fowlmerepc@gmail.com          |
| SG8 1ES          | www.fowlmereparishcouncil.com |

### **Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide. Paperwork will be supplied in English, (translations to other languages will be costed and charged accordingly).

| <b>TYPE OF CHARGE</b> | <b>DESCRIPTION</b>                            | <b>BASIS OF CHARGE</b>                       |
|-----------------------|---|--|
| Disbursement Cost     | Photocopying @ 15p per page (black and white) | Actual Cost - 15p per page                   |
|                       | Postage                                       | Actual cost of Royal Mail standard 2nd class |

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