

Spaldwick Parish Council Publication Scheme

Date of last review: May 2025

Date of next review: May 2026

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Spaldwick Parish Council under the model publication scheme- V5

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Noticeboard & website	
Contact details for Parish Clerk and Council members	Noticeboard & website	

Location of Council office - Clerk's Residence	See below	
Staffing structure - Clerk & self-employed Community room cleaner	See below	
Class 2 – What we spend and how we spend it (Current and two previous financial years)		
Annual return form and report by auditors	Hard copy & website	10p / page
Annual accounts (receipts and payments)	Hard copy & website	10p / page
Finalised budget	See minutes of late Nov./ early Dec. meeting & website	As for minutes
Precept		
Financial Regulations	Hard copy Website	10p / page Free
Grants given and received	See Meeting Minutes	
List of current contracts awarded and value of contract	See Meeting Minutes	
Members' expenses (NB No Members' Allowance Paid)	See Meeting Minutes	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	Free
Annual Report to Parish Meeting	See minutes of Annual Parish Meeting	
Quality status	Not applied for	

Local charters drawn up in accordance with DCLG guidelines	Under discussion with CAPALC and Principal Authorities	
Playground internal checklist – monthly. Visual checks completed weekly by lead Councillor.	Hard copy	10p / page
Playground - Annual Inspection Report	Hard copy	10p / page
Budget Review - quarterly	Hard copy	10p / page
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	See minutes of previous meeting and website	
Agenda of next meeting of the council or committee published at least 3 clear days before the meeting; Agenda of next Parish Meeting published at least 7 days before the meeting.	Noticeboard & website Hard copy Noticeboard & website	10p / page
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting. Drafts will be published as soon as possible after the relevant meeting. The draft published on the website will be replaced by the approved version after the next meeting, and retained there for a minimum of 5 years.	Noticeboard Website Hard copy	10p / page
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	10p / page
Responses to consultation papers	Email Hard copy	Free 10p / page

Responses to planning applications	Email Hard copy	Free 10p / page
Parish Council Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Councillors' Code of Conduct Complaints Procedure	Hard copy Website Website Website Website	10p / page
Policies and procedures for the provision of services and about the employment of staff: Clerk's Contract of Employment Internal policies relating to the delivery of services: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Information security policy Records management policies (records retention, destruction and archive) Data Protection Policy	Hard copy The parish council does not have its own policies, but when necessary would be guided by the Governance toolkit produced by NALC, SLCC, ACSeS and endorsed by the LGA.	10p / page

Schedule of charges for the publication of information	See below	
Class 6 – Lists and Registers		
Any publicly available register or list	hard copy	10p / page
Assets Register	Website	10p / page
Members' Register of Pecuniary Interests	Website	
Members' Register of gifts and hospitality (If any, will be included in Register of Pecuniary Interests)	Inspection only	
Parish Council Election Records (including co-options)	Inspection only	
Declarations of Acceptance of Office	Inspection only	
Electoral Register	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Contact clerk	
Burial grounds and closed churchyards	None	
Community centres and village halls	Community Room- contact clerk	
Parks, playing fields and recreational facilities	Contact clerk	
Seating, litter bins, salt bins, memorials and lighting	Contact clerk	
Bus shelters	None	
Markets	None	
Public conveniences	None	

Grass cutting as County Council agent	Contact clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information	None	

Contact details:

Clerk:- Mrs Sarah Cardwell, 63 Highfield Avenue, Alconbury Weston, Huntingdon, PE28 4JS

Email: clerk@spaldwickparishcouncil.org.uk

Website: www.spaldwickparishcouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)