

Adopted 5<sup>th</sup> September 2024 following review

## Information available from Newborough and Borough Fen Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard copy</p> <p>Website</p>	<p>10p per sheet plus postage</p> <p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hard copy</p> <p>Website</p>	<p>10p per sheet plus postage</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy</p>	<p>10p per sheet plus postage</p>

	Website	Free
Staffing structure	Hard copy	10p per sheet plus postage
	Website	Free
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard copy	10p per sheet plus postage
	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy	10p per sheet plus postage
	Website	Free
Finalised budget	Hard copy	10p per sheet plus postage
	Website	Free
Precept	Hard copy	10p per sheet plus postage
	Website	Free
Borrowing Approval letter	Hard copy	10p per sheet plus postage

	Website	Free
All items of expenditure above £100	Hard copy	10p per sheet plus postage
	Website	Free
Financial Standing Orders and Regulations	Hard copy	10p per sheet plus postage
	Website	Free
Grants given and received	Hard copy	10p per sheet plus postage
	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage
	Website	Free
Members' allowances and expenses	Hard copy	10p per sheet plus postage
	Website	Free
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website (hard copy or website)	Free

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard copy	10p per sheet plus postage
	Website	Free
Parish Plan	N/A Neighbourhood being developed	
Annual Report to Parish or Community Meeting	Hard copy	10p per sheet plus postage
	Website	Free
Quality status	N/A working towards becoming a quality council	
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy	10p per sheet plus postage
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	10p per sheet plus postage
	Website	Free
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
	Hard copy	10p per sheet

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	plus postage  Free
Agendas of meetings (as above)	Hard copy	10p per sheet plus postage
	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per sheet plus postage
	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per sheet plus postage
Responses to consultation papers	Hard copy	10p per sheet plus postage
	Website	Free
Responses to planning applications	Hard copy	10p per sheet plus postage
	Website	Free
Bye-laws	Hard copy	10p per sheet plus postage
	Website	Free



<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet plus postage
	Website	Free
Assets register, including details of public land and building assets	Hard copy	10p per sheet plus postage
	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	10p per sheet plus postage
	Website	Free
Register of members' interests	Peterborough City Council	Free
	Website <a href="http://www.peterborough.gov.uk">www.peterborough.gov.uk</a>	
Register of gifts and hospitality	Peterborough City Council	

	Website www.peterborough.gov.uk	Free
<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		
Allotments	Hard copy	10p per sheet plus postage
	Website	Free
Burial grounds and closed churchyards	Hard copy	10p per sheet plus postage
	Website	Free
Community centres and village halls		
	Website	Free
Parks, playing fields and recreational facilities	Hard copy	10p per sheet plus postage
	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet plus postage



	Website	Free
Bus shelters	Hard copy	10p per sheet plus postage
	Website	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy	10p per sheet plus postage
	Website	Free
<b>Additional Information</b>		
Information not itemised in the lists above		

## 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 @ 10p per sheet (black & white)	Actual cost * 10p Based on ink cost per page
	Photocopying @ 10p per sheet (colour)	Actual cost 10p Based on ink cost per page
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred