



## Model Publication Scheme

The table below details information that Bottisham Parish Council can provide in order to meet its commitments under the model publication scheme.

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme.

The Information Commissioner's Office (ICO) publication scheme model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

Before a request is made for information, it may be helpful to see if the information required is already available on the Bottisham Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the Council's minutes.

Please note that Bottisham Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

### **Contact details for information:**

Address: Parish Clerk Bottisham Parish Council  
41 Stow Road  
Stow-Cum-Quy  
Cambridge CB25 9AD

Tel: 07369248998

Email: [clerk@bottisham-pc.gov.uk](mailto:clerk@bottisham-pc.gov.uk)

Website: [www.bottisham-pc.gov.uk](http://www.bottisham-pc.gov.uk)



## Model Publication Scheme

A schedule of charges can be found at the bottom of this document.

<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b> (Organisational information, structures, locations and contacts) <i>This will be current information only.</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Who's who on the Council and Working Groups and/or Committees	Published on website Displayed on Bottisham Parish Council noticeboard (on the "Triangle") Hard copy available at request from the Clerk	Hard copy = 10p/page
Contact details for Parish Clerk and Council members	Published on website Displayed on Bottisham Parish Council noticeboard (on the "Triangle") Hard copy available at request from the Clerk	Hard copy = 10p/page
Staffing structure	Information available at request from the Clerk	N/A
<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) <i>Current and previous financial year as a minimum</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Annual return form and report by auditor	Published on website Hard copy available at request from the Clerk	Hard copy = 10p/page



## Model Publication Scheme

	Displayed on Bottisham Parish Council noticeboard (on the "Triangle") during Period for the Exercise of Public Rights	
Finalised budget ( <i>Current Year</i> )	Published on website Hard copy available at request from the Clerk Displayed on Bottisham Parish Council noticeboard (on the "Triangle") during Period for the Exercise of Public Rights	Hard copy = 10p/page
Precept (past)	Published on website (under AGAR for relevant year) Hard copy available at request from the Clerk	Hard copy = 10p/page
Borrowing Approval letter	Published on website (if applicable) Hard copy available at request from the Clerk	Hard copy = 10p/page
Financial Standing Orders and Regulations	Published on website Hard copy available at request from the Clerk	Hard copy = 10p/page
Grants given and received	Hard copy available at request from the Clerk <i>Detail about annual grants scheme available on website along with Grant Application Form.</i>	Hard copy = 10p/page
List of current contracts awarded and value of contract	Available on request by emailing the Clerk	Hard copy = 10p/page
Members' allowances and expenses	Hard copy available at request from the Clerk	Hard copy = 10p/page



## Model Publication Scheme

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <i>Current and previous year as a minimum</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Parish Plan / Neighbourhood Plan	Hard copy available at request from the Clerk Detail on the draft Neighbourhood Plan can be obtained on the website. Residents will be notified when Neighbourhood Plan will go for referendum.	Hard copy = 10p/page
Annual Report to Parish or Community Meeting <i>(current and previous year as a minimum)</i>	Hard copy available at request from the Clerk Copies are on Bottisham website.	Hard copy = 10p/page
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Timetable of meetings <i>(incl. council, committee/sub-committee, annual parish meetings)</i>	Published on website Displayed on Bottisham Parish Council noticeboard (on the “Triangle”) Hard copy available at request from the Clerk	Hard copy = 10p/page



## Model Publication Scheme

Agendas of meetings	Published on website Displayed on Bottisham Parish Council noticeboard (on the "Triangle") Hard copy available at request from the Clerk	Hard copy = 10p/page
Minutes of meetings <i>(this will exclude information that is properly regarded as private to the meeting)</i>	Published on website Displayed on Bottisham Parish Council noticeboard (on the "Triangle") Hard copy available at request from the Clerk	Hard copy = 10p/page
Reports presented to council meetings <i>(this will exclude information that is properly regarded as private to the meeting)</i>	Published on website Hard copy available at request from the Clerk	Hard copy = 10p/page
Responses to consultation papers	Hard copy available at request from the Clerk	Hard copy = 10p/page
Responses to planning applications	Published on website (via link to ECDC planning portal) Residents advised to go to ECDC.	Hard copy = 10p/page
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>Procedural standing orders</li> </ul>	All are Published on website or under review/development	Hard copy = 10p/page



## Model Publication Scheme

<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Committee / sub-committee Terms of Reference</li> <li>• Policy statements</li> </ul>	Hard copy of all available at request from the Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Health and safety policy</li> <li>• Recruitment policy (including current vacancies)</li> <li>• Equality and diversity policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Health and safety policy</li> </ul>	<p>All are Published on website or under review/development</p> <p>Hard copy of all available at request from the Clerk</p>	Hard copy = 10p/page
Information security policy	Not applicable	-
Records management policies (records retention, destruction and archive)	<p>Published on website or under review/development</p> <p>Also listed under risk management/assessment policy</p> <p>Hard copy of all available at request from the Clerk</p>	Hard copy = 10p/page
Data protection policy	<p>Published on website</p> <p>Hard copy of all available at request from the Clerk</p>	Hard copy = 10p/page
Schedule of charges (for the publication of information)	Appendix 1 of this document on website	



## Model Publication Scheme

<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i> <i>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</i>		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>
Assets register	Published on website Hard copy of all available at request from the Clerk	Hard copy = 10p/page
Register of members' interests	Published on Website Hard copy available at request from the Clerk	Hard copy = 10p/page
Register of gifts and hospitality	Hard copy available at request from the Clerk	Hard copy = 10p/page
Disclosure log (indicating the information that has been provided in response to requests)	Available at request from the Clerk	Hard copy = 10p/page
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>		
some information may only be available by inspection)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>When Do Charges Apply</b>



## Model Publication Scheme

Allotments	Not Applicable	Hard copy = 10p/page
Burial grounds and closed churchyards	Cemetery regulations and fee information available on website Hard copy available at request from the Clerk	Hard copy = 10p/page
Seating, litter bins, clocks, memorials and lighting	Hard copy available at request from the Clerk	Hard copy = 10p/page
Bus shelters	Hard copy available at request from the Clerk	10p/page for hard copy
Community centres and village halls	The parish council does not have a community centre or village hall	-
Parks, playing fields and recreational facilities	The parish council does not have any such	-
Markets	Not applicable	-
Public conveniences	Not applicable	-
Agency agreements	Not applicable	-
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		



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### SCHEDULE OF CHARGES

<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 of printing ink and paper
	Photocopying @ 15p per sheet (colour)	Actual cost of printing ink and paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
<b>Other</b>	Clerk's time involved in gathering information, photocopying etc.	Making hard copies that would take longer than 30 minutes of officer time will be charged, pro-rata at the rate of £50 / hour