

**Information available from Little Downham Parish Council  
Freedom of Information Act 2000  
Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet
Who's who on the Council and its Committees	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet
Location of main Council office and accessibility details	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet
Staffing structure	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet

<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) Current and previous financial year	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Hard copy – contact clerk	10p/sheet
Finalised budget	Hard copy – contact clerk	10p/sheet
Precept	Hard copy – contact clerk	10p/sheet
<del>Borrowing Approval letter</del>	Do not have	
Financial Standing Orders and Regulations	Hard copy – contact clerk	10p/sheet
Grants given and received	Hard copy – contact clerk	10p/sheet
List of current contracts awarded and value of contract <b>Exclusions</b> – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and /or unfairly disadvantaged.	Hard copy – contact clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews - current and previous year as a minimum)	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan (current and previous year as a minimum)	Website Book Café Hard copy – contact clerk	Free Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Book Café Hard copy – contact clerk	Free Free 10p/sheet
Quality status	Website Hard copy – contact clerk	Free 10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact clerk	10p/sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Council Notice Boards Hard copy – contact clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Parish Council Notice Boards Hard copy – contact clerk	Free Free 10p/sheet
Approved Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 10p/sheet
Reports presented to council meetings - Nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	Website (Minutes) Hard copy – contact clerk	Free 10p/sheet
Bye-laws	Hard copy – contact clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
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	Hard copy – contact clerk	10p/sheet

Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact clerk	10p/sheet
Information security policy	Hard copy – contact clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	10p/sheet
Data protection policies	Hard copy – contact clerk	10p/sheet
Schedule of charges )for the publication of information)	Hard copy – contact clerk	10p/sheet
<b>Class 6 – Lists and Registers</b> (some information may only be available by inspection) Currently maintained lists and registers only	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact clerk	10p/sheet
Assets Register	Hard copy – contact clerk	10p/sheet
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)	Hard copy – contact clerk	10p/sheet
Register of members' interests	Hard copy – contact clerk	10p/sheet
Register of gifts and hospitality	Hard copy – contact clerk	10p/sheet
<b>Class 7 – The services we offer</b> - some information may only be available by inspection) (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	<b>How the information can be obtained</b>	<b>Cost</b>

Allotments	Do not have	
Burial grounds and closed churchyards	Do not have	
Community centres and village halls	Do not have	
Parks, playing fields and recreational facilities	Hard copy – contact clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p/sheet
Bus shelters	Hard copy – contact clerk	10p/sheet
Markets	Do not have	
Public conveniences	Do not have	
Agency agreements	Hard copy – contact clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Do not have	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Clerk contact details:

Mrs J M Wardle  
Clerk to Little Downham Parish Council  
30 New Close Road  
Little Thetford  
Ely  
Cambs  
CB6 3HQ

Tel: 01353 649499

Email: [ltdownhampc@btinternet.com](mailto:ltdownhampc@btinternet.com)

## 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> Copies of recorded information/documents requested within the Little Downham Parish Council Publication Scheme	Photocopying @ 10p per sheet (black & white) *	Actual cost
	Photocopying @ 20p per sheet (colour) *	Actual cost
	Postage	Actual cost charged by Royal Mail for delivery
Items requested that are publicly available on the Parish Website – <a href="http://www.littledownham.net">www.littledownham.net</a>	- Free of charge	Access available via own computer or the Local Access Point in the Book Café, Village Hall, Main Street, Lt Downham.
Copies of recorded information/documents requested outside the Council's Publication Scheme	- photocopy costs as above - Administration fee consisting of : <ul style="list-style-type: none"> <li>• Clerk's hours out of the office to photocopy items based on Clerk's current hourly rate</li> <li>• Clerk's travelling expenses to place of photocopying @ 40p per mile</li> </ul>	Actual cost  National Joint Council payscale  Local Government Rate
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* or actual costs incurred by the Council

## **EXCLUSIONS**

The Classes of information will not generally include:

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

### **Applications could be refused for the following reasons:**

- If the estimated costs of complying would exceed a set limit of 18 hours @ £13.00 per hour (£234);
- if the information requested cannot be identified;
- if the request is considered vexatious – if the primary purpose of the request is to cause harm or annoyance and not obtain information;
- It has already given the applicant similar information recently.