

Sawston Parish Council Publication Scheme 2025

History

Adopted		Full Parish 8 th April 2025
Reviewed		
Review		
Review		

Information available from Sawston Parish Council under its new model publication scheme

The Information Commissioner’s Office (ICO) would expect “Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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 authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.”

For all categories of information, please email the Clerk for any query or alternative format if available: info@sawston.org.uk

We publish our Schedule of Charges at the end of this document

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts: current information only	
Who is on the Council and any Committees of the Council	Noticeboard Website
Contact details for the Parish Clerk and Council members (to include telephone numbers and e-mail addresses)	Noticeboard Website

Location of main Council offices and accessibility details	Website
Staffing structure	Website
Class 2- What we spend and how we spend it Financial information related to projected and actual income and expenditure, procurement, contract and financial audit: current and previous financial year as a minimum	
Annual return form and report by auditor	Website Hard copy
Finalised budget	Website Hard copy
Precept	Minutes Website Hard copy
Borrowing approval letter	
Financial Standing Orders	Website Hard copy
Grants given and received	Website Hard copy
List of current contracts awarded and value of contract	Minutes Website Hard copy
Members' allowances and expenses	Minutes Website
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews: current and previous year as a minimum	
Parish Plan Current and previous year as a minimum	None as of July 2020
Annual report to the Parish Current and previous year as a minimum	Website Hard copy Minutes
Quality Status	Not applied as of July 2020
Local charters drawn up in accordance with DCLG guidelines	None as of March 2020

<p>Class 4 – How we make decisions Decision-making processes and record of decisions: current and previous council year as a minimum</p>	
<p>Timetable of meetings Council, any committee, sub-committee meetings and parish meetings</p>	<p>Noticeboard Website Hard copy</p>
<p>Agendas of meetings (as above)</p>	<p>Noticeboard Website Hard copy</p>
<p>Minutes of meetings (as above) to exclude information that is properly regarded as private to the meeting)</p>	<p>Noticeboard Website Hard copy</p>
<p>Reports presented to Council meetings Note that this will exclude information that is properly regarded as private to the meeting</p>	<p>Website Minutes Hard copy</p>
<p>Responses to consultation papers</p>	<p>Website</p>
<p>Responses to planning applications</p>	<p>Website</p>
<p>Bye-laws</p>	<p>Not applicable</p>
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities: current information only</p>	
<p>Policies and procedures for the conduct of council business Procedural standing orders Committees and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy and website Hard copy and website Hard copy and website Hard copy and website Hard copy and website</p>
<p>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 (FOI)</p>	<p>None as of July 2020 Hard copy and website Hard Copy and website Hard copy and website Hard copy and website</p>

Complaints procedures: including those covering requests for information and operating the publication scheme	Hard copy and website
Information security policy	
Data protection policies	
Schedule of charges: for the publication of information	Hard copy and website
Class 6 – Lists and Registers	Available from SCDC
Currently maintained lists and registers only	
Any publicly available register or list (electoral roll)	Available from SCDC
Assets Register	Hard copy
Disclosure log (indicating information has been provided by the parish Council in response to requests)	
Register of members' interests	Hard copy. Electronic copy available to view from SCDC website
Register of gifts and hospitality	None as of July 2020
Class 7 – The services we offer	
Includes leaflets, guidance and newsletters produced by the Parish Council: current information only	
Allotments	Hard copy
Burial grounds and closed churchyards	Hard copy
Community centres and village halls	None as of July 2020
Parks, playing fields and recreational facilities	Website
Bus shelters	
Markets	None
Public conveniences	None
Agency agreements	None
Additional Information	
Any other item not covered in the above listings	

Contact details

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Schedule of Charges

This describes how the charges have been arrived at and are included as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet	Paper and time
	Postage	Actual cost of Royal Mail 2 nd class (small or large size envelopes)
Statutory Fee	Power to provide and charge for providing information	In accordance with Local Government Act 1972 s 142
Other	Time taken	£25 per hour plus expenses if the request for information is likely to exceed the appropriate limit (which is deemed to be 2 hours of staff time)