



Information available from **Sawston Parish Council** under the Freedom of Information Act model publication scheme (Adopted June 2025)

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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Noticeboard Website Hard Copy	Free 20p per sheet (black and white) plus postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Noticeboard Website Hard Copy	Free 20p per sheet (black and white) plus postage
Location of main Council office and	Website	Free

accessibility details	Hard Copy	20p per sheet (black and white) plus postage
Staffing structure	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Noticeboard Website Hard Copy	Free 20p per sheet (black and white) plus postage
Finalised budget	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Precept	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Borrowing Approval letter	Use PWLB website	
All items of expenditure above £100	Website Hard Copy	Free 20p per sheet (black and white) plus postage

Financial Standing Orders and Regulations	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Grants given and received	Website Hard Copy	Free 20p per sheet (black and white) plus postage
List of current contracts awarded and value of contract	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Members' allowances and expenses		
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	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Parish Plan		
Annual Report to Parish or Community Meeting	Website Hard Copy	Free Free
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		

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	Website (Policies) Hard Copy	Free 20p per sheet (black and white) plus postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Agendas of meetings (as above)	Website Noticeboard (At time of meeting) Hard Copy	Free Free 20p per sheet (black and white) plus postage
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Noticeboard (At time of meeting) Hard Copy	Free Free 20p per sheet (black and white) plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free

	Hard Copy	20p per sheet (black and white) plus postage
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Records management, personal data and	Website	Free

access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard Copy	20p per sheet (black and white) plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available from SCDC (South Cambridgeshire District Council)	
Assets register, including details of public land and building assets	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Available from SCDC (South Cambridgeshire District Council)	
Register of members' interests	Available from SCDC (South Cambridgeshire District Council)	
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy	20p per sheet

		(black and white) plus postage
Burial grounds and closed churchyards	Currently working towards online system (Pear) Hard Copy	20p per sheet (black and white) plus postage
Community centres and village halls		
Parks, playing fields and recreational facilities	Website Hard Copy	Free 20p per sheet (black and white) plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	20p per sheet (black and white) plus postage
Bus shelters	Hard Copy	20p per sheet (black and white) plus postage
Markets		
Public conveniences		
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy	20p per sheet (black and white) plus postage
Additional Information Information not itemised in the lists above	Defibrillators & external cabinets Hard Copy	20p per sheet (black and white) plus postage
	Website	Free

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .20p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
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)

* the actual cost incurred