

## Information available from Great And Little Chishill Parish Council under the model publication scheme



The Freedom of Information Act 2000 (FOIA) provides members of the public with basic rights to access certain information. This policy sets out which type of information Great and Little Chishill Parish Council (“the Council”) makes available upon request under FOIA. The Council has 20 days to provide the relevant information.

Documents are usually available publicly through the Council website. Where access is by inspection only, this is by prior arrangement with the Parish Clerk. Where hard copies are requested (if applicable), the Council may charge for provision of these copies and postage. Details of charges and statutory fees are detailed in the table below.

The supply of documents under FOIA does not give an individual or organisation the right to re-use the documents in a way that would infringe copyright.

Section 36 of the Act also provides for information to be exempt from disclosure where such information would or would be likely to inhibit:

- the free and frank provision of advice;
- the free and frank exchange of views for the purpose of deliberation;
- would otherwise prejudice, or be likely to prejudice, the effective conduct of affairs.

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 25p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (Section 12 of the Freedom of Information Act 2000)

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only	
Who's who on the Council	Website
Contact details for Parish Clerk and Council members	Website
Location of main Council office and accessibility details	Not applicable
Location of public meetings and accessibility details	Website
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, financial audit	
Annual return form and report by auditor	Hard copy or website
Budget forecast and Precept	Hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Hard copy or website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> Plans, audits, inspections and reviews; current and historic (last five years)	
Parish/Business Plan – if and when applicable	Hard copy or website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website
Local charters and partnership agreements	Hard copy

<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current (previous five council years for meeting minutes)	
Timetable of meetings	website
Agendas of meetings (as above)	website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website
Responses to planning applications (applicable only where the Parish Council has been invited to respond as a consultee by Greater Cambridge Shared Planning)	Greater Cambridge Shared Planning Portal
Responses to consultations, where entered	Hard copy
Bye-laws	Not currently applicable
<b>Class 5 – Our policies and procedures</b> Protocols, policies and procedures for conducting Council business and delivering Council services Current information only	Website
Policies and procedures for the conduct of council business:	Website
Procedural standing orders	Website
Code of conduct for Council members	Website
Employment-related policies	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policy	Website
Schedule of charges (for the publication of information)	Website

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website; provision of links to public bodies' websites
Assets Register	Website
Register of members' interests	Available on the SCDC website
Register of gifts and hospitality	Hard copy or website
Disclosure log (indicating the information that has been provided in response to requests)	Not held
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters as applicable) Current information only	
Council services	Website
Seating, litter bins, clocks, memorials and lighting	Hard copy or website
Bus shelters	Hard copy or website
Leaflets	Hard copy (if applicable)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not currently applicable

Contact details:  
Dr Andrea Lorenz  
Parish Clerk

c/o Great Chishill Village Hall  
Hall Lane  
Great Chishill, Royston  
SG8 8SH  
United Kingdom  
[clerk@greatchishillpc.com](mailto:clerk@greatchishillpc.com)  
07736 6854

Adopted: 2010

Last review and revision: 26<sup>th</sup> March 2026

