

Last Review	April 2021
Next Review	May 2022 ¹

Information available from Somersham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	Free 15p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard Copy	Free 15p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	Free 15p per sheet plus postage
Staffing structure	Website Hard Copy	Free 15p per sheet plus postage
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		

Annual return form and report by auditor	Website Hard Copy	15p per sheet plus postage
Finalised budget	Website Hard Copy	15p per sheet plus postage
Precept	Website Hard Copy	15p per sheet plus postage
Borrowing Approval letter	Website Hard Copy	15p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	15p per sheet plus postage
Grants given and received	Website Hard copy	15p per sheet plus postage
List of current contracts awarded and value of contract	Website Hard Copy	15p per sheet plus postage
Members' allowances and expenses	N/A - Members do not have allowances or expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free £1 per copy plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 15p per sheet plus postage

Quality status	Hard Copy	15p per sheet plus postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 15p per sheet plus postage
Agendas of meetings (as above)	Website Hard Copy	Free 15p per sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 15p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	15p per sheet plus postage
Responses to consultation papers	Website Hard Copy	15p per sheet plus postage
Responses to planning applications	Website Hard Copy	15p per sheet plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>£2 per copy max</p> <p>15p per sheet plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>15p per sheet plus postage</p>
<p>Information security policy</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>15p per sheet plus postage</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>15p per sheet plus postage</p>

Data protection policies	Website	Free
	Hard Copy	15p per sheet plus postage
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy	15p per sheet plus postage
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
	Hard Copy	15p per sheet plus postage
Assets Register	Hard Copy	15p per sheet plus postage
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)	At Huntingdonshire District Council	
Register of members' interests	Website & Huntingdonshire District Council	
Register of gifts and hospitality	Website & Huntingdonshire District Council	
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		

Allotments	No Parish Council owned allotments	
Burial grounds and closed churchyards	No Parish Council owned burial grounds or closed Churchyards	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	15p per sheet plus postage
Bus shelters	Hard Copy	15p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is		

not itemised in the lists above		
Village Design Statement	N/A	
Community Plan	Website	Free
	Hard Copy	£2
Residents Guide	Website	Free
	Hard Copy	£2

Contact details:

Parish Clerk, Somersham Parish Council
The Norwood Building, Parkhall Road, Somersham, Cambridgeshire PE28 3HE
Tel 01487 841359
Email: clerk@somersham-pc.gov.uk
Website: www.somersham-pc.gov.uk

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 @ 15p per sheet (black & white)	Actual cost -15p

	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Parish Plan - £2	Cost of photocopying
	Standing Orders -£2	Cost of photocopying