

FREEDOM OF INFORMATION ACT

Information available from Little Abington Parish Council under the model publication scheme

Little Abington Parish Council (LAPC) has adopted the Model Publication Scheme prepared and approved by the Information Commissioner's Office (ICO). It is valid until further notice. It commits LAPC to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information set out by the ICO , where this information is held by the Parish Council .

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public

Web site address www.theabingtons.org.uk. Parish Council agendas and minutes and meeting papers can be found on the website. The Parish Council complies with the Transparency Code.

The Parish Council Noticeboard is in Church Lane, Little Abington close to the junction with the High Street

Clerk to the Parish Council Mrs G Dalton
27 West Field
Little Abington
Cambridge
CB21 6BE
Tel 07703 486562
e-mail clerk@littleabington.clara.co.uk

The table below lists the information available, how to obtain it and any charges that are applicable.

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Who we are and what we do	How the information can be obtained	Cost
Who's who on the Council and its Committees	Notice board, Website, Clerk	Free
Contact details for Parish Clerk and Council members	Notice board, Website, Clerk	Free
What we spend and how we spend it	How the information can be obtained	Cost
Annual return and Internal audit report	Website/Clerk	Free
Finalised budget and precept	Website/ Clerk	Free
Financial Standing Orders and Regulations	Website/Clerk	Cost of copy
Grants given and received	Website/Clerk	Cost of copy
List of current contracts awarded and value of contract	Clerk	Cost of copy
Members' allowances and expenses	Clerk	Cost of copy
What our priorities are and how we are doing		
Annual Report	Website/Clerk.	Cost of copy
How we make decisions	How the information can be obtained	Cost
Timetable of meetings (Council, committee/sub-committee meetings)	Noticeboard , website, Clerk	Free
Agendas of meetings	Noticeboard , website, Clerk	Free
Minutes of meetings - excluding information that is properly regarded as confidential to the meeting. Note Historical documents (up to 2016) are held by the County Archive	Noticeboard, website, filed in Abington Institute , Clerk County Archive	Cost of copy
Reports presented to parish council meetings - excluding information that is properly regarded as confidential to the meeting.	Website/ Clerk. Meeting papers are kept on the web site for 1 month.	Cost of copy
Responses to consultation papers	Website/Clerk	Cost of copy
Responses to planning applications	SCDC/Website/Clerk/	Cost of copy
Our policies and procedures		
Policies and procedures for the conduct of council business:	Web site/ Clerk	Cost of copy

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Lists and Registers		
Asset Register	Website/Clerk	Free
Register of members' interests	For inspection - Clerk	Free
Electoral Register	For inspection only - Clerk	Free
Other local services		
Burial grounds and closed churchyards	Contact Church wardens	
Community centres and village halls	Contact Institute Administrator	
Parks, playing fields and recreational facilities	Contact Abington Recreation Ground Committee	
A summary of services for which the council is entitled to recover a fee,	N/A	

SCHEDULE OF CHARGES(for the provision of information)

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	NOTE. The maximum charge will be £450.00 Most information is available on-line. Charges will be made if paper/ scanned copies are requested.	
	A4 Printing/Photocopying	25p per side
	Scanned documents 1 or 2 sided	20p per page
	Postage	Actual cost
Statutory Fee	Requests for information outside the scope of this publication scheme where legislation applies	In accordance with the relevant legislation
Other	Requests for information outside the scope of this publication scheme where no relevant legislation applies.	Subject to agreement of LAPC. Actual cost of work required to provide the information

Reviewed May 2021

Next Review May 2022

Chairman