

**Model Publication Information available from  
Hauxton Parish Council  
under the model publication scheme**

**The information below is set out as follows:**

**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).

This will be current information only– [Hard copy and/or website](#)

**Who's who on the council and its committees – [Website + Magazine + Notice Board](#)**

**Contact details for clerk and council members** (named contacts with telephone number and/or email address) – [Website + Magazine + Notice Board](#)

**Location of main council office and accessibility details – [Website + Magazine + Notice Board](#)**

**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 – [Hard copy and/or website/10p/ sheet](#)**

**Annual return form and report by auditor – [Hard Copy/10p/sheet](#)**

**Finalised budget – [Hard Copy/10p/sheet](#)**

**Precept – [Hard Copy /10p/sheet](#)**

**Financial Standing Orders and Regulations – [Hard Copy /10p/sheet](#)**

**Grants given and received – [Hard Copy/10p/sheet](#)**

**List of current contracts awarded and value of contract – [Hard Copy /10p/sheet](#)**

**Members' allowances and expenses - [Hard Copy /10p/sheet](#)**

**Class 3 – What our priorities and how we are doing**

(*Strategies and plans, performance indicators, audits, inspections and reviews*) – [Hard copy or website/10p/sheet](#)

**Community Plan** (*current and previous year as a minimum*) – [In production](#)

**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/10p/sheet](#)**

**Timetable of meetings** (*Council, any committee/sub-committee meetings and community meetings*) – [Website + Magazine + Notice Board](#)

**Agendas of meetings** (as above) – [Website + Notice Board](#)

**Minutes of meetings** (as above) - *nb this will exclude information that is properly regarded as private to the meeting.* – [Notice Board + Website](#)

**Reports presented to council meetings** - *nb this will exclude information that is properly regarded as private to the meeting.* – [Notice Board + Website](#)

**Responses to consultation papers – [Notice Board + Website](#)**

**Responses to planning applications – [Notice Board + Website + Hard Copy/10p/sheet](#)**

## 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/10p/sheet
- Policies and procedures for the conduct of council business:** – 10p/sheet
  - Procedural standing orders** – Hard Copy/10p/sheet
  - Committee and sub-committee terms of reference** – Hard Copy/10p/sheet
  - Delegated authority in respect of officers** – Hard Copy/10p/sheet
  - Code of Conduct** – Hard Copy/10p/sheet
  - Policy statements** – Hard Copy/10p/sheet
- Policies and procedures for the provision of services and about the employment of staff:** – 10p/sheet
  - Internal policies relating to the delivery of services** – Hard Copy/10p/sheet
    - Equality and diversity policy** – Hard Copy/10p/sheet
  - Recruitment policies** *(including current vacancies)* – Noticeboard/ Hard Copy/10p/sheet
  - Policies and procedures for handling requests for information** – Hard Copy/10p/sheet
- Complaints procedures** *(including those covering requests for information and operating the publication scheme)* – Hard Copy/10p/sheet
  - As model publication scheme** – Hard Copy/10p/sheet
- Information security policy** – Sensitive information withheld
- Records management policies** *(records retention, destruction and archive)* – Parish Office + Cambridgeshire County Council and South Cambridgeshire District Council Archives
- Data protection policies** – As standard
- Schedule of charges** *(for the publication of information)* – Published as part of guide

## Class 6 – Lists and Registers

- 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) – Hard Copy/10p/sheet
  - Assets Register** – Hard Copy/10p/sheet
- Disclosure log** *(indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)* Hard Copy/10p/sheet
  - Register of members' interests** – Hard Copy/10p/sheet
  - 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)*
  - Community centres and village halls** - Hard Copy/10p/sheet
  - Parks, playing fields and recreational facilities** – Hard Copy/10p/sheet
  - Seating, litter bins, memorials and lighting** – Hard Copy/10p/sheet
  - Bus shelters** – Hard Copy/10p/sheet
  - Agency agreements** – Hard Copy/10p/sheet

**A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees) – n/a**

**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 @10p per sheet (black & white)	Actual cost 10p	Cost of production
	Photocopying @20p per sheet (colour)	Actual cost 20p	Cost of production
	Postage standard 2nd class stamp	Actual cost of Royal Mail standard 2nd class	
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)	

**Contact details:** The Clerk at: Hauxton Parish Council, Village Hall,  
Church Road, Hauxton CB22 5HS  
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[www.hauxtonparishcouncil.co.uk](http://www.hauxtonparishcouncil.co.uk)