

Information available from Little Wilbraham and Six Mile Bottom Parish council under the Freedom of Information Act model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|------------------------------|
| Class 1 - Who we are and what we do | | |
| List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies | Website Hard copy | Free 15p per A4 sheet |
| Contact details for Parish Clerk and Council members | Website Hard copy | Free 15p per A4 sheet |
| Location of main Council office and accessibility details | Website | Free |
| Class 2 – What we spend and how we spend it | | |
| Current and previous financial year as a minimum | | |
| Statement of accounts and internal audit | Website | Free |

| | | |
|--|-------------------------|------------------|
| report in the format included in the Annual Return form | Hard copy | 15p per A4 sheet |
| Finalised budget | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Precept | Hard copy | 15p per A4 sheet |
| Borrowing Approval letter | Hard copy | 15p per A4 sheet |
| All items of expenditure above £100 | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Financial Standing Orders and Regulations | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Grants given and received | Hard copy | 15p per A4 sheet |
| List of current contracts awarded and value of contract | Hard copy | 15p per A4 sheet |
| Members' allowances and expenses | Hard copy | 15p per A4 sheet |
| Class 3 – What our priorities are and how we are doing | | |
| Current and previous year as a minimum | | |
| Annual governance statement in format included in the Annual Return form | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Annual Report to Parish or Community Meeting | Hard copy | 15p per A4 sheet |
| | Website | Free |
| Minutes of annual meeting of the parish | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Class 4 – How we make decisions | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Noticeboard and Website | Free |

| | | |
|--|---|--------------------------|
| Agendas of meetings | Noticeboard and website Hard copy | Free 15p per A4 sheet |
| Minutes of meetings– excluding material that is properly considered to be exempt from disclosure | Noticeboard and website Hard copy | Free 15p per A4 sheet |
| Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure | Hard copy Website | 15p per A4 sheet Free |
| Responses to consultation papers | Hard copy | 15p per A4 sheet |
| Responses to planning applications | Hard copy Website and noticeboard (in minutes) | 15p per A4 sheet Free |
| Class 5 – Our policies and procedures | | |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Standing orders • Financial regulations • Code of Conduct • Complaints policy • Document retention and disposal policy • Equality policy • Information and data protection policy • Press and media policy • Privacy notice • Removable media policy • Safeguarding children and adults at risk of harm policy • Health and safety policy • Grievance procedure policy • Disciplinary procedure policy • Social media and electronic communication policy • Biodiversity policy | Website Hard copy | Free 15p per A4 sheet |
| Class 6 – Lists and Registers | | |

| | | |
|---|-----------|------------------|
| Currently maintained lists and registers only. | | |
| Assets register, including details of public land and building assets | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Register of members' interests | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Register of gifts and hospitality | Hard copy | 15p per A4 sheet |
| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |
| Allotments | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Parks, playing fields and recreational facilities | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Seating, litter bins, lighting and noticeboards | Hard copy | 15p per A4 sheet |
| Speed signs | Hard copy | 15p per A4 sheet |
| Defibrillators | Website | Free |
| | Hard copy | 15p per A4 sheet |

Any postage costs will be incurred at 2nd Class Royal Mail postage cost.