



Freedom of Information Act 2000 Publication Scheme

**Girton Parish Council
The Pavilion,
Girton Recreation Ground
Cambridge Road, Girton,
Cambridge CB3 0FH
www.girton-cambs.org.uk**

Date of policy: 04 August 2025

Approving committee: Girton Parish Council – Full Council

Date of committee meeting: 13 August 2025

Policy version reference: GPC - Version One

Supersedes: Not Applicable

Policy effective from: 13 August 2025

Date for next review: 08 May 2026 (GPC Annual Meeting 2026)

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Introduction

It is the duty of Girton Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to organize such services across its entire area.

Exemptions

It is the policy of Girton Parish Council to be as open as possible, but not all information can be made available to the public. Information will be made publicly available where the law allows, except where it is considered that the release of information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Parish Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise prohibited by law.

Complaints

Any complaints concerning the Publication Scheme should be forwarded to either: The Parish Clerk or the Parish Council Chairman, Parish Office, Girton Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Information available from Girton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per sheet plus postage</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per sheet plus postage</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per sheet plus postage</p>
<p>Staffing structure</p>	<p>Website</p> <p>Hard Copy</p>	<p>10p per sheet plus postage</p>
<p>Class 2 – What we spend and how we spend it</p>	<p>(hard copy or website)</p>	

Information to be published	How the information can be obtained	Cost
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	10p per sheet plus postage
Finalised budget	Hard Copy	10p per sheet plus postage
Precept	Hard Copy	10p per sheet plus postage
Borrowing Approval letter	Hard Copy	10p per sheet plus postage
All items of expenditure above £100	Hard Copy	10p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	10p per sheet plus postage
Grants given and received	Hard Copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	10p per sheet plus postage
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Information to be published	How the information can be obtained	Cost
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard Copy Website	10p per sheet plus postage
Parish Plan	N/A – not in place	
Annual Report to Parish or Community Meeting	Hard Copy Website	10p per sheet plus postage
Quality status	N/A – not in place	
Local charters drawn up in accordance with DLUHC's guidelines	N/A – not in place	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A – not in place	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	10p per sheet plus postage
Agendas of meetings (as above)	Website Hard Copy	10p per sheet plus postage

Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	10p per sheet plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	10p per sheet plus postage
Responses to consultation papers	Website Hard Copy	10p per sheet plus postage
Responses to planning applications	Website Hard Copy	10p per sheet plus postage
Bye-laws	Website Hard Copy	10p per sheet plus postage
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard Copy	10p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy	10p per sheet plus postage

Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard Copy	10p per sheet plus postage
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Hard Copy	10p per sheet plus postage
<p>Assets register, including details of public land and building assets</p>	Website Hard Copy	10p per sheet plus postage
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Not Applicable	
<p>Register of members' interests</p>	Website	
<p>Register of gifts and hospitality</p>	Not Applicable	
<p>Class 7 – The services we offer</p>		

Information to be published	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Website Hard Copy	10p per sheet plus postage
Parks, playing fields and recreational facilities	Website Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	10p per sheet plus postage
Bus shelters	Website Hard Copy	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above		
Safety Inspection Reports (ROSPA and external bodies)	Inspection only	

Contact details:

Parish Clerk, Girton Parish Council Mrs Yvonne Murray Girton Pavilion Girton Recreation Ground Cambridge Road Girton Cambridge, CB3 0FH	Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire, SK9 5AF Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 54 57 45 Website: www.ico.gov.uk
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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
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

- the actual cost incurred by the public authority