

## Information Available from Oakington & Westwick Parish Council under the Freedom of Information Publication Scheme 2016

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 Who we are and what we do</b></p> <p>We are the elected Parish Council for Oakington &amp; Westwick and we are responsible, on a voluntary basis, to act on behalf of that local community in accordance with the legislation that governs the modus operandi of such organisations</p> <p>The Council operates as a whole and does not normally utilise separate committees</p> <p>Clerk (Mrs L Lawrence) resides at 4 Meadow Farm Close, Oakington, 01223 232398</p> <p>Chairman (Mr M Oakley) resides at 16 Manor Farm Close, Oakington, 07753 607360</p> <p>Parish Council office is at Clerk's home address</p> <p>Staffing Structure: 1 part-time Clerk, 1 part-time Pavilion Caretaker/Bookings Administrator</p>	<p>Hard copy from Clerk or Chairman</p> <p>Parish Council website</p> <p>Oral from any Parish Councillor</p>	F.O.C
<p><b>Class 2 What we spend and how we spend it</b></p> <p>Our income is primarily raised by means of Precept, set annually, usually at January meeting. Variable, small amounts are raised by fees for use of our cemetery. All payments are duly authorised by a formal resolution passed at a Parish Council meeting</p>	<p>From minutes of meetings which are on our website and on display at Histon Library.</p> <p>Hard copy from Clerk</p>	<p>F.O.C.</p> <p>10p per sheet</p>
<p><b>Annual return form and report by auditor</b></p>	<p>From Clerk</p>	<p>10p per sheet</p>
<p><b>Finalised budget</b></p>	<p>From Clerk</p> <p>Parish Council website</p>	<p>10p per sheet</p>
<p><b>Precept</b></p> <p>Our Precept for 2016/17 is £35,000</p>	<p>Minutes of meetings. See above</p>	

**Borrowing Approval letter**

The P.C. has no Borrowing Approval at this time

**Financial Standing Orders and Regulations**

All payments are duly authorised by a formal resolution at a Parish Council meeting, with details recorded in the Minutes. Direct Debits for utility services to the Sports Pavilion are dealt with retrospectively, as are the occasional urgent ones that crop up between meetings in respect of goods or services that have already been duly authorised by the Parish Council.

Cheques are duly authorised by any two of the nominated signatories, usually at a P.C meeting

Online banking payments are duly authorised by two of the nominated signatories.

Transfers between our deposit and current accounts are authorised by any one of the duly authorised signatories using a security code.

Payments into both accounts are duly made by the Clerk.

**Grants given and received**

£3000 grant was awarded to Humpty Dumpty Preschool in 2015/16

No grants were received in 2015/16

**List of current contracts awarded and value of contract**

Brookfield Groundcare - Rec Ground, Cemetery grass and hedge cutting. Approx £5500

**Members' Allowances and expenses**

Chairman's allowance in 2015/16 was £100 - paid in arrears

Vice-chairman's allowance in 2015/16 was £50 - paid in arrears

**Class 3 What our priorities are and how we are doing****Community Plan**

A Community Plan Steering group was formed in 2012.

Ongoing work is summarised in the village journal, minutes and on website.

Three working groups have been formed: Community, Environment, Transport.

**Local Council Award Status**

A new scheme was created in 2014.

The PC has not yet decided if it wishes to apply.

**Local Charters drawn up in accordance with DCLG guidelines.**

None

## **Class 4 How we make decisions**

By discussion and the passing of resolutions at Parish Council meetings.

Minutes of meetings

10p/sheet for hard copy

### **Timetable of meetings**

Published on notice boards, website and in Oakington & Westwick Journal

Clerk, or any Parish Councillor  
Website

F.O.C.

### **Agendas of meetings**

Agendas are included on the call out notices to Councillors and on the public notices. On-going matters from previous meetings are dealt with under the agenda heading "matters arising". New items are listed separately on the agenda.

Public noticeboards

### **Minutes of meetings**

N.B. These will exclude matters that are properly regarded as private and confidential

### **Reports presented to council meetings**

Reports are normally given verbally, and key features are included in the minutes  
Written reports are added to the minutes as appendices.

Minutes of meetings  
Website

10p per sheet

### **Responses to consultation papers**

Consultation responses are agreed at PC meetings.

Clerk

10p per sheet

### **Responses to planning applications**

Applications that arrive in time for the publishing of meeting agendas are considered and responded to at that meeting. Other applications are considered and responded to at Planning meetings. These are advertised in advance and notice is given if a meeting is not necessary.

SCDC Planning Dept  
Clerk  
Minutes of meetings

Refer to SCDC  
10p per sheet

### **Bye-laws**

We depend on the District & County Councils

## **Class 5 - Our policies and procedures**

### **Policies and procedures for the conduct of council business**

#### **Procedural standing orders**

Openness and informality is encouraged at all meetings with due regard to Standing Orders.

Formal resolutions are proposed, seconded and agreed on all matters relating to finance and policy.

Members of the public have a time allowance at every meeting in order to express their views and are invited to contribute during a meeting if need be.

#### **Delegated authority in respect of officers**

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.

#### **Code of conduct**

We have signed up to the model code of conduct.

Declarations of interest is always an agenda item to act as a timely reminder to all.

#### **Policy statements**

We adopt policies as circumstances dictate

Copies of all policies can be obtained from the Clerk and are available on the website

Clerk

10p per sheet  
Email - FOC

#### **Internal policies relating to the delivery of services.**

The only service that we provide is that of a Cemetery, for which we keep records in writing as well as on our computer. Our charges are reviewed annually and our terms and conditions in respect of memorials are included on each and every letter of approval

that we send to providers and installers of memorials. Undertakers provide and are fully responsible for grave diggers, but we do monitor what they do.

We treble our charges for non village residents and impose a £200 penalty for infringement of our rules. e.g. erection of monuments without our prior written permission

We pay for the running costs of certain street lights (generally those that CCC do not deem to be part of essential highway lighting) but SCDC assume responsibility for such things as repair and replacement following such things as road traffic accidents

We depend on the Oakington Sports Pavilion Committee to administer its day to day affairs, but review the arrangements annually so that we have the ways and means of taking back full control of this valuable asset in case of unforeseen problems

We own all of the bus shelters in our village (except the ones for the Guided Bus), but not the land on which they are built, save for the ones at Saxon Close and Forge End

**Committees and sub committee terms of reference**

None.

**Code of Conduct**

We have adopted the model national code

**Policy statements**

Policy statements are infrequent and they are routinely recorded in minutes of meetings and supplemented by other means when appropriate to the particular situation

**Policies and procedures for the provision of services and about the employment of staff**

We have initiated annual reviews with the Clerk & Pavilion Caretaker. These are carried out by the Chairman.

**Equality and diversity policy**

The PC Equality & Diversity Policy was adopted in April 2012.

Clerk  
Website

10p per sheet  
Email - FOC

**Health and safety policy**

Health & Safety Policy was adopted on 11 July 2016

**Recruitment policies (including current vacancies)**

We judge that it is best for all concerned that employees should reside in our village and so we advertise locally in the first instance, but if no suitable candidate comes forward we advertise more widely

**Policies and procedures for handling requests for information**

The vast majority of requests for information are presented verbally, and in the vast majority of cases a verbal response satisfies those concerned. Similarly, in the vast majority of cases an informal discussion satisfies those who make a written request for information. Written information in hard copy or via the internet is provided free of whenever it is already available in a suitable form. When it is necessary to prepare or collate information, carry out research, or involve expenditure of any kind, an assessment of the likely costs is made. If it is judged that this effort would be of benefit to us we go ahead and do it free of charge, otherwise we discuss the likely effort and costs involved with those concerned and agree the way forward.

Reviewed - 11 July 2016

Next Review Due: July 2017

Signed:  
CHAIRMAN

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