**Information available from Uppingham Town Council under the model publication scheme**

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations, and contacts)    This will be current information only.    N.B. Councils should already be publishing as much information as possible about how they can be contacted. | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Who’s who on the Council and its Committees | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard Copy  Via Email  Website  Noticeboards | 10p per sheet  Free  Free  Free |
| Location of main Council office and accessibility details | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Staffing structure | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **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  Via Email  Website | 10p per sheet  Free  Free |
| Annual return form and report by auditor | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Finalised budget | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Precept | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Borrowing Approval letter | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Financial Standing Orders and Regulations | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Grants given and received | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| List of current contracts awarded and value of contract | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Members’ allowances and expenses | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Neighbourhood Plan (refreshed) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Annual Report to Town or Community Meeting (current and previous year as a minimum) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Local charters drawn up in accordance with DCLG guidelines if applicable | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions) | Hard Copy Via Email | 10p per sheet  Free |
| Current and previous council year as a minimum | Website | Free |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Agendas of meetings (as above) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting. | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Responses to consultation papers | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Recordings of meetings –  these are held as an aide-memoire for the Clerk and Council members and will be held until the approval of minutes for the meeting they relate to. | N/A |  |
| Responses to planning applications | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Bye-laws | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)    Current information only | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Policies and procedures for the conduct of council business:    Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Code of Conduct Policy statements |  |  |
| Policies and procedures for the provision of services and about the employment of staff:    Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Information security policy | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Records management policies (records retention, destruction and archive) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Data protection policies | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Schedule of charges (for the publication of information) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **Class 6 – Lists and Registers**    Currently maintained lists and registers only | Hard Copy | 10p per sheet |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Assets Register | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Register of members’ interests | Hard Copy | 10p per sheet |
|  | Via Email Website | Free  Free |
| Register of gifts and hospitality | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| **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  Via Email  Website | 10p per sheet  Free  Free |
| Allotments | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |
| Burial grounds and closed churchyards |
| Community centres and village halls |
| Parks, playing fields and recreational facilities |
| Seating, litter bins, clocks, memorials and lighting |
| Bus shelters |
| Markets |
| Public conveniences |
| Agency agreements |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g.  burial fees) |
|  |  |  |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Hard Copy  Via Email  Website | 10p per sheet  Free  Free |

**Contact details:**

**Sharon W Coe**

**Clerk to the Council**

**The Town Hall**

**High Street East**

**Uppingham**

**Rutland**

**LE15 9PY**

**TEL: 01572 822681**

**EMAIL: townclerk@uppinghamtowncouncil.co.uk**

**Website:** [**www.uppinghamtowncouncil.gov.uk**](about:blank)

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) | A charge will be made for multiple applications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Statutory Fee** | Officers time e.g. in determining if the information is held, Locating the information or editing or extracting the releasable information – must reach the  prescribed limit of £450 **BEFORE** charges can be raised.  Time is calculated at £25 per hour  Disbursements e.g. printing, photocopying, postage - can be charged. | Governed by The Freedom of Information and Data Protection (Appropriate Limit & Fees) Regulations 2004. |
| Invoices for disbursements will be issued with the response by the Town Clerk for payment by return. | | |