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

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| **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**

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**Uppingham**

**Rutland**

**LE15 9PY**

**TEL: 01572 822681**

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

**Website:** **www.uppinghamtowncouncil.gov.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| --- | --- | --- |
| **TYPE OF CHARGE**  | **DESCRIPTION**  | **BASIS OF CHARGE**  |
| **Disbursement cost**  | Photocopying @ ..10p per sheet (black & white)  | A charge will be made for multiple applications  |
|   |   |   |
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| **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.   |