

# Upton Bishop Parish Council

## Freedom of information

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts This will be current information only.	Available on Upton Bishop website <a href="http://www.uptonbishop.org">www.uptonbishop.org</a>	free
Who's who on the Council and its Committees	Available on Upton Bishop website <a href="http://www.uptonbishop.org">www.uptonbishop.org</a>	free
Contact details for Parish Clerk	Available on Upton Bishop website <a href="http://www.uptonbishop.org">www.uptonbishop.org</a>	free
Location of main Council office and accessibility details	Not applicable – no office	
Staffing structure	Not applicable – one part-time clerk	
<b>Class 2 – What we spend and how we spend it</b>		
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 from Clerk Available on Upton Bishop website	£1 per page free
Annual return form and report by auditor	Hard copy from Clerk Available on Upton Bishop website	£1 per page free
Finalised budget	Available on Upton Bishop website	free
Precept	Available on Upton Bishop website	free
Borrowing Approval letter	Available from Clerk	£1 per page
Financial Standing Orders and Regulations	Available on Upton Bishop website	free
Grants given and received	Available from Clerk	free

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List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable – there are none	
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum	Available on Upton Bishop website	free
Parish Plan (current and previous year as a minimum)	Available on Upton Bishop website	free
Annual Report to Parish Meeting (current and previous year as a minimum)	Available on Upton Bishop website	free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions	Contained in Council Meeting Minutes, Standing Orders and Financial Regulations	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available on Upton Bishop website	free
Agendas of meetings (as above)	Available on Upton Bishop website Parish noticeboards	free
Minutes of meetings (as above) – n.b.. this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Available on Upton Bishop website	£1 per page free
Reports presented to council meetings –n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Available on Upton Bishop website	£1 per page free

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Responses to consultation papers	Recorded in minutes	
Responses to planning applications	Recorded in minutes	
Bye-laws	Not applicable no bye-laws	
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy from Clerk	£1 per page
Current information only	Available on Upton Bishop website	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 Code of Conduct Policy statements	Hard copy from Clerk  Available on Upton Bishop website	£1 per page  free
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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 from Clerk  Available on Upton Bishop website	£1 per page  free
Information security policy	Hard copy from Clerk  Available on Upton Bishop website	£1 per page  free

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Records management policies (records retention, destruction and archive)	Upton Bishop follows Herefordshire Council's guidance for parish councils	
Data protection policies	Hard copy from Clerk Available on Upton Bishop website	£1 per page free
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets register		
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 from Clerk	£1 per page
Register of members' interests	Hard copy from Clerk Available on Upton Bishop website	£1 per page free
Register of gifts and hospitality	Not applicable - no councillor has received any gifts or hospitality which needs to be disclosed on the public register.	
<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Available on Upton Bishop website	

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Current information only		
Allotments	Available on Upton Bishop website	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters		
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

Contact details: [clerk@uptonbishoppcc.org](mailto:clerk@uptonbishoppcc.org)

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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 @ £1 per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority

#### Document control

Revision number	1.2	Written by	Parish Clerk
Last approved by the Parish Council	See Policies Index		
Date for next review	As per Administration Calendar		