

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy Via Email Website Noticeboards</p>	<p>10p per sheet Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>
<p>Staffing structure</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>
<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy Via Email Website</p>	<p>10p per sheet Free Free</p>

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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy Via Email Website	10p per sheet Free Free
Parish Plan (current and previous year as a minimum)	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
Quality status	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
<b>Class 4 – How we make decisions</b> (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 for up to 12 months after the approval of minutes for the meeting they relate to. These will be published on the Town Council website. Recordings will be provided by the Clerk on a non-returnable memory stick for the applicant. Not all meetings will be captured digitally due to the nature of the recording equipment used, where they are recorded the records can and will be made available.	Memory stick Via Email link Website	£15.00 per recording Free Free
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
<b>Class 5 – Our policies and procedures</b> (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
<b>Class 6 – Lists and Registers</b>  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
<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)  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)		
<b>Additional Information</b> 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:**

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**Clerk to the Council**  
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**High Street East**  
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**LE15 9PY**

**TEL: 01572 822681**

**EMAIL: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)**

**Website: [www.uppinghamtowncouncil.gov.uk](http://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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..10p per sheet (black & white)	A charge will be made for multiple applications
Memory stick for recordings	Postage	Guaranteed / signed for delivery
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
		Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>	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 <b>BEFORE</b> 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.		