Upton Magna Parish Council

Clerk: Pauline Thomas.

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Freedom of Information Act.

Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a publication scheme to facilitate the proactive release of information and thereby provide greater openness and transparency.

INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act grants to members of the public, rights of access to recorded information held by a public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk.

Publication Scheme

The Act requires every public body to adopt and maintain a generic model publication scheme. It is the policy of Upton Magna Parish Council to record and make available all information relevant to its activities for inspection by the public. This will routinely be achieved through publication on its website and or posting on the village notice board (located in front of St Lucia's primary school.

Freedom of Information Requests and the Publication Scheme

The publication scheme sets out information that is routinely available. Information that is not listed in this document can be obtained by making a written request to the Parish Clerk. This will be made available, unless it can legitimately be withheld, free of charge and within a reasonable period of time.

Model Publication Scheme

The model publication scheme has been prepared and approved by the Information Commissioner and may be adopted by any public authority. The purpose of the scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public.

Information.

The following information is available and can be accessed on this website, on the Parish notice board (in part) located in front of the School or from the Parish Clerk. Copies of the documents in black and white, can be obtained free of charge, by written application to the Parish Clerk, including an A4 size stamped addressed envelope.

Details of Council Membership, meetings, agendas and minutes are regularly posted on the Council Notice Board and on this website.

Published Information:

Class 1 – Who we are and what do we do.

Who's who on the Council.	Contact details for the Clerk and Members.
Areas of Council responsibilities.	Councillors declared responsibilities.

Class 2 – What we spend and how we spend it.

Financial standing orders	Budget and precept setting
Grants given and received.	Income and expenditure details.
Internal auditors report.	Annual return and report by external auditor.