

# Upton Magna Parish Council

## **FREEDOM OF INFORMATION**

### What is the Freedom of Information Act?

The Freedom of Information Act allows anyone to ask the Parish Council for any recorded information that we may keep. This information can be in the form of letters, documents, emails, photographs or recordings. The Act gives everyone greater access to information on how the Parish Council make its decisions and develops and delivers its services.

Further information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk) under "Get Official Info from a Public Body".

### What to do before making a request.

Check that the information you require is not already available to you. Copies of the minutes of the last Parish Council meeting and the agenda for the next one are displayed on the Parish notice board in front of St. Lucia's Primary School. Minutes from previous meetings are available on the village website [www.uptonmagna.com](http://www.uptonmagna.com) along with the following information:

- Who we are and what we do – who's who; priorities
- What we spend and how we spend it – annual return form and Auditor's report; budget, precept, grants
- How we make decisions – 2014 meeting dates; past agendas and minutes, reports
- Our policies and procedures – Freedom of Information Act; equal opportunities; complaints procedure; community engagement
- Register of assets
- Planning information
- Information on footpaths

Black and white copies of any of these document or items of information can be supplied free of charge by sending an A4 stamped, addressed envelope to the Parish Clerk.

You may not be sure whether the information you require is in fact held by the Parish Council or by another authority or organisation so it may save you time if you contact the Parish Clerk to check.

### How to make a request.

You must make your request in writing to the Parish Clerk, either in the form of a letter or by email and keep a copy for yourself. The contact details for the Parish Clerk are given below. Supply your real name and a postal or email address that the Parish Clerk can respond to. It may also help (but you are not obliged) to give a telephone number that the Parish Clerk can use to call you if your request requires clarification. You do not have to say why you want the information, just that you are making your request under the Freedom of Information Act.

What happens after you have made your request?

The Parish Clerk will acknowledge receipt of your request as soon as she can and will reply in full within 20 days. Please remember you may not be legally entitled to the information you have requested (e.g. personal details about someone else or a deceased relative) but the Parish Clerk will advise you regarding this.

**Mrs. K.M. Smith-Wells, Clerk to Upton Magna Parish Council, 5 Allgold Drive, Shrewsbury, SY2 5NN.  
Email: [clerk@uptonmagna.com](mailto:clerk@uptonmagna.com). Telephone: 01743 360890**