

# Upton Magna Parish Council

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## PUBLICATION SCHEME

**Under the terms of the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a Publication Scheme.**

**The following guide is the current list of information under the Scheme. This was based on the Information Commissioner's Office Model Publication Scheme (v2, 2014).**

**Questions regarding the Publication Scheme should be directed to the Clerk. Information that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.**

Contact details:

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	The Parish Council website: www.uptonmagna.com Hard copy – contact Clerk.	Free
Contact details for Parish Clerk and Council members	Website. Hard copy – contact Clerk.	Free
Staffing structure	Website. Hard copy – contact Clerk.	Free

<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website. Hard copy – contact Clerk.	Free
Finalised budget	Website. Hard copy – contact Clerk.	Free
Precept	Website. Hard copy – contact Clerk.	Free
Financial Standing Orders and Regulations	Website. Hard copy – contact Clerk.	Free
Grants given and received	Website. Hard copy – contact Clerk.	Free
List of current contracts awarded and value of contract (as part of meeting minutes)	Website. Hard copy – contact Clerk.	Free
Members’ allowances and expenses (as part of meeting minutes)	Website. Hard copy – contact Clerk.	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Chairman’s Report	Website. Hard copy – contact Clerk.	Free
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and committee meetings and parish assembly)	Website. Hard copy – contact Clerk.	Free
Agendas of meetings (as above)	Website. Hard copy – contact Clerk.	Free
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	Website. Hard copy – contact Clerk.	Free
Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Website. Hard copy – contact Clerk.	Free

Responses to consultation papers (as part of minutes of meeting)	Website. Hard copy – contact Clerk.	Free
Responses to planning applications	Shropshire Planning Portal: <a href="http://shropshire.gov.uk/planning">shropshire.gov.uk/planning</a> Hard copy – contact Clerk.	Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website. Hard copy – contact Clerk.	Free
Policies and procedures for the provision of services and about the employment of staff:  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information	Website. Hard copy – contact Clerk.	Free
Risk management policy	Website. Hard copy – contact Clerk.	Free
Records management policies (records retention, destruction and archive)	Emailed or hard copy – contact Clerk.	Free
Data protection policies	Website. Hard copy – contact Clerk.	Free
<b>Class 6 – Lists and Registers</b>		
Asset register	Emailed or hard copy – contact Clerk.	Free
Register of members' interests	Shropshire Council website. Hard copy – contact Clerk.	Free
<b>Class 7 – The services we offer</b>		

Parks, playing fields and recreational facilities	Contact Clerk.	Free
Seating	Contact Clerk.	Free
Notice boards	Contact Clerk.	Free
Street lighting	Contact Clerk.	Free

To be reviewed as required (to ensure that the information is current).

Adopted: 9<sup>th</sup> September 2021

Minute ref: 21/107

Reviewed: 11<sup>th</sup> May 2023

Minute ref: 23/045