

Upper Rissington Parish Council

Information available from the Parish Council under the ICO's model publication scheme

Information to be published	How information can be obtained †	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and list of Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
Invitations to tender	Website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	Free
Annual Report to Parish Meeting	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Hard copy	Free

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Procedural Standing Orders	Website	Free
Committee Terms of Reference	Website	Free
Code of Conduct	Website	Free
Policy statements relating to the provision of services e.g. Filming and Recording at Meetings, Complaints, Access to Information	Website	Free
Policy Statements relating to data protection	Website	Free
Internal policies relating to employment	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register & Location of Public Land	Website	Free
Disclosure log (information provided in response to FOI requests)	N/A	N/A
Register of Members' Interests	Website	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Village Hall	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Bus shelters, litter bins and salt bins	Website	Free
Bus shelters	Website	Free
A summary of services for which the council is entitled to recover a fee – The Council recovers a fee for processing a 'Deed of Covenant' relating to sales of ex-RAF housing.	On request to the clerk in writing by the vendor's solicitor	£150
Other future services will include and not limited to, allotments etc.	TBA	TBA
Additional Information		
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 2000.	On request to the Clerk ‡	See below †

† Where applicants do not have access to the internet, they should contact the Clerk for a hard copy. Copying is charged at £2 for the first 8 pages and 25p per page thereafter, plus cost of postage, if any.

‡ If you plan to re-use our information, certain rules apply under the “Re-use of Public Sector Information Regulations 2015”. Please make a request for re-use of information in writing, with your name and address for correspondence, specifying the information you want to re-use and the purpose you intend to use it for.

Contact details:

Upper Rissington Parish Council

Village Hall, Wellington Road

Upper Rissington, GL54 2QW

Email: clerk@upperrissington-pc.gov.uk