



Waters Upton Parish Council

Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Parish Council resolved to adopt the Information of Commissioner's Office Model Publication Scheme (v1.1 September 2013) at its meeting in May 2020.

The following guide is the current list of information under the Scheme. The guide will be reviewed every 12 months, with a full review in 2023.

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:

**The Clerk – Katrina Baker MBE MICLM
Oaklands, Waters Upton,
Telford TF6 6NP**

**Tel: 01952 541939
email: clerk.watersupton@parishcouncil.work
www.watersuptonparishcouncil.co.uk**

Information available under the model publication scheme

Information to be published	How the 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	Website: www.edgmondparishcouncil.co.uk	None
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free
Staffing Structure	Website	
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		
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 Regulations	Website Hard copy – contact Clerk	Free
Grants given and received	Website Hard copy – contact Clerk	Free
List of current contracts	Website Hard copy – contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year		
Parish / Neighbourhood Plan / Strategy	Website Hard copy – contact Clerk	Free
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings	Website Hard copy – contact Clerk	Free
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	plus postage
Responses to consultation papers (as part of minutes of meeting)	Website Hard copy – contact Clerk	Free
Responses to planning applications (as part of minutes of meeting)	Website Hard copy – contact Clerk	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Gifts and Hospitality Policy	Website Hard copy – contact Clerk	Free
Procedures for handling requests for administration, procedures and the supply of information Complaints procedures Data Protection and Information Security Policy Information Request Policy Media Policy	Website Hard copy – contact Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		

Assets Register	Website Hard copy – contact Clerk	Free
Register of members' interests	Website	Free
Register of Gifts and Hospitality	Website Hard copy – contact Clerk	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		
Available on request	Website	Free