

# Information available from Upton Pyne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost 10p a sheet or email free
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy or Email</p> <p>Clerk</p>	
Who's who on the Council and its Committees	Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Clerk</p> <p>Notice board</p> <p>Speke Up</p>	
Location of main Council office and accessibility details	Clerks Home address	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or email)</p> <p>Clerk</p>	
Annual return form and report by auditor	Clerk	
Finalised budget	Clerk	
Precept	Clerk	
Financial Standing Orders and Regulations	Clerk to be approved.	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies, plans, audits, )	(hard copy ) Clerk	
Parish Plan (current and previous year as a minimum)	Not finalised, Update available from Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or email)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	
Agendas of meetings (as above)	Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk and EDDC website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or email)	
Records management policies (records retention, destruction and archive)	To be agreed	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk .No entries.	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.	(hard copy or email; some information may only be available by inspection)	
Seating, litter bins,	Risk assessment -Clerk	
Bus shelters	Risk assessment -Clerk	

**Contact details: Clerk Debbie Trelawny The Old Stables Brampford Speke, Exeter EX5 5DW, 01392 841976**  
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#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. \* The actual cost incurred by the public authority.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10 p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		