

Information available from Upchurch Parish Council under the FOI Act

Information to be published	How the information can be obtained	Cost (Excludes second class postage)
Class1 - Who we are and what we do <i>Current structure only</i>		
Who's who on the Council and its Committees	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard copy from Parish Clerk	Free/ 20p per sheet
Class 2 – What we spend and how we spend it <i>Current and previous financial year</i>		
Annual return form and report by auditor	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Finalised budget	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Asset Register	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Precept	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Financial Standing Orders and Regulations	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Grants given and received	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
List of current contracts awarded and value of contract	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Members' allowances and expenses	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet

Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous)	Hard copy from Parish Clerk (until out of print)	£6.00
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Class 4 – How we make decisions <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Agendas of meetings (as above)	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk	Free/ 20p per sheet
Responses to consultation papers	Consultation web pages /Hard copy from Parish Clerk	Free/ 20p per sheet
Responses to planning applications	Mid Kent Planning Portal /Hard copy from Parish Clerk	Free/ 20p per sheet
Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures</i>		
Procedural standing orders Committee and sub-committee terms of reference	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Records management policies (records retention, destruction and archive)	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Data protection policy	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Freedom of Information Procedure	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet
Schedule of charges for the publication of information	Website/ Hard copy from Parish Clerk	Free/ 20p per sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Email /Hard copy from Parish Clerk	Free/ 20p per sheet
Register of members’ interests	Email /Hard copy from Parish Clerk	Free/ 20p per sheet
Register of gifts and hospitality	Email /Hard copy from Parish Clerk	Free/ 20p per sheet

Class 7 – The services we offer

Current information only

Burial grounds and closed churchyards	Access by prior appointment	
Parks, playing fields and recreational facilities	Email /Hard copy from Parish Clerk	Free/ 20p per sheet
Seating, litter bins, memorials and lighting	Email /Hard copy from Parish Clerk	Free/ 20p per sheet

Contact details: Mrs Wendy Licence, 14 Trapfield Close, Bearsted ME14 4HT

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Actual cost to UPC
	Photocopying @ 50p per sheet (colour)	Actual cost to UPC