



Uttoxeter Rural Parish Council - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Current Information only	Website	Free
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)	Website	Free
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	Hard copy and Website	Free
Annual return form and report by auditor	Hard Copy and Website	40p
Finalised budget	Hard Copy and Website	Free
Precept	Hard Copy	10p
Financial Standing Orders and Regulations	Hard Copy and Website	80p
Grants given and received	Hard Copy	30p
Class 3 – What our priorities are and how we are doing		
Parish Plan /Questionnaire	website	
Quality status	N /A	
Class 4 – How we make decisions Current and previous council year as a minimum	Website	Free
Timetable of meetings	Website, Noticeboards	Free
Agendas of meetings	Website, Noticeboards	Free
Minutes of meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboards	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p
Responses to consultation papers	Hard Copy	10p
Responses to planning applications	Website in minutes	Free
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Code of Conduct, Standing Orders, Financial Regulations, Freedom of Information, Media Policy, complaints procedure.	Website	Free
Policies and procedures for the provision of services and about the employment of staff	Hardcopy	40p
Class 6 – Lists and Registers		
Assets Register	By Inspection/website	Free
Register of members' interests	County Council website	Free
Register of gifts and hospitality	By Inspection	Free
Class 7 – The services we offer Current information only		
Parks, playing fields, allotments, recreational facilities	By Inspection	Free

CONTACT DETAILS

Mrs VRE Gibson, Parish Clerk/ Responsible Officer urpcparishclerk@gmail.com 01889 566393

One copy of any document will be supplied free of charge to any Uttoxeter Rural Parish residents – posted via Royal Mail second class post. For multiple copies, the charge will be the copying cost at 10p per sheet black and white and the actual cost of Royal Mail second class postage.

Ratified at Annual Meeting 05.05.2020