

## **Uplyme Parish Council and the Freedom of Information Act**

**Who we are and what we do:** The Parish Council has ten (10) Councillors and a Clerk. The list of names and contact details for the Councillors and Clerk are posted on the Parish Council notice boards and on the Council Website ([www.uplymeparishcouncil.org](http://www.uplymeparishcouncil.org)). The Parish Council represents the interests of the parish and is the lowest rung of local government

**Financial and other information:** Parish Council financial information is included in the papers provided to councillors at meetings. A copy of the latest approved minutes is posted on the Parish Council notice boards. All financial matters are subject to annual internal and external audit. Information is available on the Council website and historic information, where it exists, is available to be viewed by agreement with the Clerk.

**How we make decisions:** Any subject that requires a decision to be made by the Parish Council is put to the Council as a Proposal. It is voted upon by all Councillors present at that meeting and is carried by a simple majority. However if there is a tie, the Chairman has a casting vote.

**Our policies and procedures:** The Parish Council endeavours to fulfil the Uplyme Parish Plan and operates under the law and practice governing Parish, Town and Community Councils in England and Wales. Councillors abide by The Code of Conduct as currently adopted. All policies, procedures and governing documents are available on the Council website.

**Records, Lists and Registers held:** The Parish Clerk holds all relevant records, lists and registers as required by law. These are available for scrutiny subject to reasonable notice. Information not available is that which has not yet been presented before the Parish Council at its monthly meeting, that of a commercial nature that may affect the business of an individual or company, and that which is prevented by law.

**The services we offer:** The Councillors and Clerk are available to give advice and assistance on all local government matters. The Council provides burial facilities, the children's playground, some public spaces (but not the King George Field) and public litterbins. It is also responsible for the upkeep of its own public spaces, local drainage and ditches, and the public footpaths and bridleways within the parish. The Council's Emergency Team provides assistance as necessary, esp. at times of floods and snow/ice.

**Fees:** emailed or downloaded information is free, but the Council reserves the right to charge 10p/side plus postage at cost if photocopies are requested. You will be sent a notice of fees, including the date by which the fee must be paid, before we make the information available to you.