Upper Hardres Parish Council

Information available under the Freedom of Information Act 2000

Upper Hardres Parish Council (UHPC), having adopted the requirements contained within the Freedom of Information Act 2000, will publish and/or make available the information detailed below, in accordance with the Publication Scheme.

All applications should be made to the clerk, by letter or email, which will be acknowledged. The Act requires that the information or a refusal be provided within 20 working days of receipt.

The Act excludes the provision of sensitive or confidential information, or information that is available from a higher authority or other statutory organisation or agency.

Data Protection Legislation also prohibits publication of certain categories of information.

updated May 2026

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Clerk	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website and clerk Website and clerk	Free
Location of main Council office and accessibility details	n/a – no council office	
Staffing structure	n/a - one employee only	

Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Clerk	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (in meeting Minutes)	Free
List of current contracts awarded and value of contract	Clerk	Free
Members' allowances and expenses	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 as a minimum	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Clerk	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g.Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Clerk	Free
Class 4 – How we make decisions	www.upperhardres-pc.gov.uk	

(Decision making processes and records of decisions) Current and previous council year as a minimum Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	n/a	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy		

• Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Clerk	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Clerk	Free
Assets register, including details of public land and building assets	Website Clerk	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website Clerk	Free
Register of members' interests	Clerk	Free
Register of gifts and hospitality	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	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Allotments	None – n/a	
Burial grounds and closed churchyards	None – n/a	

Community centres and village halls	From Bossingham Village Hall Management Committee	Free
Parks, playing fields and recreational facilities	Clerk	Free
Seating, litter bins, notice boards	Clerk	Free
Bus shelters	Clerk	Free
Markets	None – n/a	Free
Public conveniences	None – n/a	Free
Agency agreements	None – n/a	Free

Exclusions
Employment practise and procedure:
Personal records, ie appraisals, staff salary details, disciplinary records etc by virtue of being personal data under the Data Protection Act 1998.

Contact details

Karley Hubbard, Parish Clerk
Upper Hardres Parish Council, Ye Olde Thatch, Split Lane, Stelling Minnis, CT46DT

tel 07872 417912
clerk@upperhardres-pc.gov.uk

The Clerk works from home and under duty of care to employees, members of the public will only be seen by prior appointment at a pre-arranged venue (eg. Bossingham Village Hall). Clerk's working hours are 6 hours per week.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class*

* actual cost incurred by the public authority

Reviewed May 2026