



Shipton-under-Wychwood Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Parish Clerk/Responsible Financial Officer and Parish Councillors contact information</p>	<p>Website – shiptonunderwychwood.org</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Website</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>New Beaconsfield Hall, Station Road, Shipton-u-Wychwood, OX7 6BQ</p>	
<p>Staffing structure: Parish Clerk</p>		

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	All financial information below (hard copy) can be inspected at the Parish Council's office by appointment.	
Annual return form and report by auditor	Hard copy and website	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Parish Plan		
Annual Report to Parish	Hard copy	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Hard copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website – agendas/minutes	Free
Agendas of meetings (as above)	Website/Noticeboard	Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Noticeboard	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	WODC website	Free
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Website	
Procedural standing orders Financial Regulations Code of Conduct	Hard copy Hard copy Website	
Policies and procedures for the provision of services and about the employment of staff:		
Equal access policy Health and safety policy Recruitment policy Freedom of Information Request information Complaints procedure Social Media policy	Website Website	Free

Training and Development policy	Website	Free
Information security policy		
Records management policy (records retention, destruction and archive)		
Data protection policy		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Any publicly available register or list	N/A	
Assets register	Website	
Disclosure log	N/A	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments – Rules and Regulations	Hard copy	
Burial grounds and closed churchyards	Wychwood Benefice	
Village hall	New Beaconsfield Hall	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, memorials and lighting		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Newsletter	Public	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Lisa Wilkinson

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New Beaconsfield Hall
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Shipton-u-Wychwood
OX7 6BQ

E-mail: clerk@shiptonunderwychwood.org

Phone no: 0781 1174733

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per	Actual cost *

	sheet (black & white)	
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority