



**Shipton-under-Wychwood Parish Council**  
**Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (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>Who's who on the Council and its Committees</p>	<p>Website</p>	
<p>Contact details for Parish Clerk and Council members</p>	<p>Website</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>		

<b>Class 2 – What we spend and how we spend it</b> (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 and website	Free
Grants given and received	Hard copy and accounts on website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan		
Annual Report to Parish	Hard copy and website	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Hard copy	Free
Strategic plan	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	Website – agendas/minutes	

Agendas of meetings (as above)	Website/Noticeboard	
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	
Bye-laws	Hard copy	Free
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p><b>Policies and procedures for the conduct of council business:</b></p> <p>Procedural standing orders            Financial Regulations            Code of Conduct</p>		
	Hard copy and website Hard copy and website Website	Free
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b></p> <p>Equal access policy            Health and safety policy            Recruitment policy            Freedom of Information Request information            Complaints procedure</p>		
	Website Website Website Website Website	

Social Media policy	Website	
Training and Development policy	Website	
<b>GDPR:</b>		
Information and Data Protection policy	Website	
Retention and Disposal of Documents	Website	
Privacy Notice- residents	Website or hard copy on request	Free
Privacy Notice – staff and councillors	Website	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	N/A	
Assets register	Website	
Register of members' interests	Website and hard copy	
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b> (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	Hard copy	
Services for which the council is entitled to recover a fee, together with those		

fees (e.g. burial fees)		
Newsletter	Public	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per	Actual cost

	sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority