



Shipton-under-Wychwood Parish Council

Publication Scheme

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

Class 2 – What we spend and how we spend it	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	
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Annual Report to Parish	Hard copy and website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	Free
Strategic plan		
Class 4 – How we make 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
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Financial Regulations Code of Conduct	Hard copy and website Hard copy and website Website	Free
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 Training and Development policy	Website Website Website Website Website Website Website	
GDPR:		
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	
Class 6 – Lists and Registers		
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	
Class 7 – The services we offer		
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Lisa Wilkinson
Parish Clerk
New Beaconsfield Hall

Station Rd
 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 sheet (black & white)	Actual cost *
	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