Sibford Gower Parish Council
PUBLICATION SCHEME
Adopted: December 2020

Background

Parish Councils have an obligation under the **Freedom of Information Act (2000)** to create and publish a **Publication Scheme** for information which is held by the Council and falls within specified categories.

This Publication Scheme document has been prepared to satisfy the above obligation for the **Sibford Gower Parish Council** (SGPC) and is based on the **Model Publication Scheme** approved by the **Information Commissioner's Office** (ICO).

The **Schedule** below summarises the information published by the SGPC under the **Classes of Information** specified in the ICO Model Publication Scheme, and indicates how each published document can be accessed.

Information Access

Published information in the Schedule below can be accessed in the following ways:
- **All** published information can be viewed **free of charge** on The Sibfords **website** (https://thesibfords.uk) at **any time.**
- **Selected** published information can be viewed **free of charge** on the Sibford Gower Parish Council's **notice board** located at the Sibford Village Hall, Acre Dich, Sibford Gower OX15 5RW, but **only during the period specified** in the Schedule.
- **All** published information can be obtained in **printed form** on request from our Parish Clerk using the **contact details** below, but a **charge** based on actual costs of providing hard copies will be made as detailed below.

Contact details

Post: The Parish Clerk
             Sibford Gower Parish Council
             74 Beaulieu Close
             Banbury
             Oxfordshire
             OX16 4FQ

Telephone: 01295 275372
Email: sibford.gower.pc@thesibfords.org.uk

Charges

The following charges will be made by the Council for all printed copies of published information. Charges are based on actual cost, and must be received by the Council prior to printing and posting:
- Printing (black & white)   10p per A4 page
- Printing (colour) if requested   20p per A4 page
- Postage (Royal Mail 2nd Class)   Actual cost
- Postage (Royal Mail 1st Class) if requested Actual cost

Schedule

ICO Information Class	Information published	The Sibfords website https://thesibfords.uk …subpage	Parish Notice Board
Class 1 Who we are and what we do	Contact details for the Parish Clerk	Sibford Gower Parish Council https://thesibfords.uk/pc/sgpc (Section 1)	Permanent
	Contact details for the Councillors	Sibford Gower Parish Council https://thesibfords.uk/pc/sgpc (Section 1)	-
	Who's who on the Council	SGPC Our Team https://thesibfords.uk/pc/sgpc/sgpc-our-team	-
	Code of Conduct	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
Class 2 What we spend and how we spend it	Financial Regulations	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Internal Financial Controls	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Budget & Precept proposal	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Parish Precept Notification	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Donations & Grants proposal	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Schedule of Payments	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Annual Accounts	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Asset Register	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Annual Governance & Accountability Return (AGAR)	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	AGAR – Analysis of Variances	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Notice of Public Rights	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	During Notice Period
Class 3 What our priorities are and how we are doing	Sibfords Community Plan (2012)	Sibfords Community Plan https://thesibfords.uk/pc/communityplan	-
	Annual Parish Meeting notices/agendas	SGPC Meeting Archive https://thesibfords.uk/pc/sgpc/sgpc-meeting-archive	During Notice Period
	Annual Parish Meeting reports/notes	SGPC Meeting Archive https://thesibfords.uk/pc/sgpc/sgpc-meeting-archive	Whilst in draft
Class 4 How we make decisions	Council Meeting notices/agendas	SGPC Meeting Archive https://thesibfords.uk/pc/sgpc/sgpc-meeting-archive	During Notice Period
	Reports & Proposals presented to Council Meetings	Relevant SGPC subpage https://thesibfords.uk/pc/sgpc -????	-
	Planning Applications and supporting documents (including Council Responses to Planning Applications)	Planning Applications https://thesibfords.uk/pc/planning (then follow weblinks to Cherwell DC)	-
	Council Meeting minutes (including Council Responses to Planning Applications)	SGPC Meeting Archive https://thesibfords.uk/pc/sgpc/sgpc-meeting-archive	Whilst in draft
Class 5 Our policies and procedures	**Councillors:** • Casual Vacancies & Co-option • Code of Conduct • Complaints	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-

	Employees: • Grievance • Disciplinary	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Business: • Standing Orders • Recording of Meetings • Publication Scheme (this document) • Emergency Plan	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Finance: • Financial Regulations • Internal Financial Controls • Risk Assessment	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Planning: • Responding to Planning Applications	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
	Information & Privacy: • Records Retention • Data Protection • Freedom of Information • Subject Access Requests • Role Holder Privacy Notice • Data Breach	SGPC Policies & Procedures https://thesibfords.uk/pc/sgpc/sgpc-policies-procedures	-
Class 6 **Lists and Registers**	Asset Register	SGPC Finance & Governance Archive https://thesibfords.uk/pc/sgpc/sgpc-governance-archive	-
	Register of Members' Interests	Sibford Gower Parish Council https://thesibfords.uk/pc/sgpc (Section 6) (then follow weblink to Cherwell DC)	-
Class 7 **The services we offer**	The Holy Trinity Churchyard & Burial Ground (landscape maintenance)	The Sibfords Burial Ground https://thesibfords.uk/amenities/sibfords-burial-ground	Permanent
	The Millennium Field (landscape maintenance)	The Millennium Field https://thesibfords.uk/amenities/millennium-field	-
	Highway Verges in the Parish (occasional mowing)	Oxfordshire County Council – Highways https://www.oxfordshire.gov.uk	-