

## Information available from Sibford Ferris Parish Council under the model 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><br/>                     (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy or website)                     |                       |
| Who's who on the Council and its Committees   | Website<br>Hard copy                       | Free<br>10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website                                    | Free                  |
| Location of main Council office and accessibility details   | Website                                    | Free                  |
| Staffing structure  | Website<br>Hard copy                       | Free<br>10p per sheet |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>                     (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>  | (hard copy or website)                     |                       |

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| Current and previous financial year as a minimum   |                        |                       |
| Annual return form and report by auditor   | Website<br>Hard copy   | Free<br>10p per sheet |
| Finalised budget   | Website<br>Hard copy   | Free<br>10p per sheet |
| Precept  | Website<br>Hard copy   | Free<br>10p per sheet |
| Borrowing Approval letter  | Hard copy              | 10p per sheet         |
| Financial Standing Orders and Regulations  | Website<br>Hard copy   | Free<br>10p per sheet |
| Grants given and received  | Hard copy              | 10p per sheet         |
| List of current contracts awarded and value of contract  | Hard copy              | 10p per sheet         |
| Members' allowances and expenses   | Hard copy              | 10p per sheet         |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |                       |
| Current and previous year as a minimum   |                        |                       |
| Parish Plan (current and previous year as a minimum)   | Not applicable         |                       |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Website<br>Hard copy   | Free<br>10p per sheet |
| Quality status   | Not applicable         |                       |
| Local charters drawn up in accordance with DCLG guidelines   | Not applicable         |                       |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  | (hard copy or website)              |                               |
| Current and previous council year as a minimum  |                                     |                               |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)  | Website<br>Hard copy                | Free<br>10p per sheet         |
| Agendas of meetings (as above)  | Website<br>Noticeboard<br>Hard copy | Free<br>Free<br>10p per sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.                              | Website<br>Noticeboard<br>Hard copy | Free<br>Free<br>10p per sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.                       | Hard copy                           | 10p per sheet                 |
| Responses to consultation papers  | Hard copy                           | 10p per sheet                 |
| Responses to planning applications  | CDC website<br>Hard copy            | Free<br>10p per sheet         |
| Bye-laws  | Hard copy                           | 10p per sheet                 |
|   |                                     |                               |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) | (hard copy or website)              |                               |
| Current information only  |                                     |                               |
| Policies and procedures for the conduct of council business:  |                                     |                               |
| Risk Assessment   | Website                             | Free                          |

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| <p>Publication Scheme<br/>                 Scheme of Delegation<br/>                 Responding to Planning Applications Policy<br/>                 Financial Regulations<br/>                 Standing Orders<br/>                 Disciplinary Policy<br/>                 Data Breach Policy<br/>                 Freedom of Information Policy<br/>                 Data Protection Policy<br/>                 Complaints Procedure<br/>                 Privacy Notice<br/>                 Records Retention Policy<br/>                 Subject Access Request Procedure<br/>                 Role Holder Privacy Notice<br/>                 Social Media Policy<br/>                 Parish Councillor Role Definition<br/>                 Guidance on Code of Conduct<br/>                 Code of Conduct<br/>                 Gifts and Hospitality Register – Guidance for members<br/>                 Internal Financial Controls procedure<br/>                 Grievance Policy</p> | <p>Hard copy</p>  | <p>10p per sheet</p> |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>  | <p>(hard copy or website; some information may only be available by inspection)</p> |                      |
| <p>Any publicly available register or list (if any are held this should be publicised;</p>  | <p>Not applicable</p>   |                      |

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| in most circumstances existing access provisions will suffice)   |  |                       |
| Assets register  | Website<br>Hard copy   | Free<br>10p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)   | Hard copy  | 10p per sheet         |
| Register of members' interests   | CDC website<br>Hard copy   | Free<br>10p per sheet |
| Register of gifts and hospitality  | Hard copy  | 10p per sheet         |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |                       |
| Allotments   | Not applicable   |                       |
| Burial grounds and closed churchyards  | Hard copy  | 10p per sheet         |
| Community centres and village halls  | Not applicable   |                       |
| Parks, playing fields and recreational facilities  | Hard copy  | 10p per sheet         |
| Seating, litter bins, clocks, memorials and lighting   | Hard copy  | 10p per sheet         |
| Bus shelters   | Not applicable   |                       |
| Markets  | Not applicable   |                       |
| Public conveniences  | Not applicable   |                       |
| Agency agreements  | Not applicable   |                       |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)   | Not applicable   |                       |

Adopted on 20<sup>th</sup> May 2024

**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 @ 0.10p per sheet (black & white) | Actual cost *   |
|                          | Photocopying @ 0.20p per sheet (colour)        | Actual cost *   |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class. If 1 <sup>st</sup> class is requested it will be charged at the appropriate rate. |
| <b>Statutory Fee</b>     | Not applicable                                 | In accordance with the relevant legislation   |

\* the actual cost incurred by the public authority including any third party charges and Clerks time in producing or preparing the requested information.