

Sibford Gower Parish Council

PUBLICATION SCHEME

Version: 1 **DRAFT**

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** (www.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 www.thesibfords.uk/...	Parish Notice Board
Class 1 Who we are and what we do	Contact details for the Parish Clerk	Sibford Gower Parish Council .../pc/sgpc (Section 1)	Permanent
	Contact details for the Councillors	Sibford Gower Parish Council .../pc/sgpc (Section 1)	-
	Who's who on the Council	SGPC Our Team .../pc/sgpc/our-team	-
	Code of Conduct	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
Class 2 What we spend and how we spend it	Financial Regulations	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
	Budget & Precept proposal	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Parish Precept Notification	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Donations & Grants proposal	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Schedule of Payments	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Annual Accounts	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Asset Register	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Annual Governance & Accountability Return (AGAR)	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	AGAR – Analysis of Variances	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Notice of Public Rights	SGPC Finance & Governance Archive .../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 .../communityplan	-
	Annual Parish Meeting notices/agendas	SGPC Meeting Archive .../pc/sgpc-meeting-archive	During Notice Period
	Annual Parish Meeting reports/notes	SGPC Meeting Archive .../pc/sgpc-meeting-archive	Whilst in draft
Class 4 How we make decisions	Council Meeting notices/agendas	SGPC Meeting Archive .../pc/sgpc-meeting-archive	During Notice Period
	Reports & Proposals presented to Council Meetings	Relevant SGPC subpage .../pc/sgpc-????	-
	Planning Applications and supporting documents	Planning Applications .../pc/planning (follow weblinks to Cherwell DC)	-
	Council Meeting minutes (including Council Responses to Planning Applications)	SGPC Meeting Archive .../pc/sgpc-meeting-archive	Whilst in draft
Class 5 Our policies and procedures	Councillors: <ul style="list-style-type: none"> • Casual Vacancies & Co-option • Code of Conduct • Complaints 	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
	Employees: <ul style="list-style-type: none"> • Grievance • Disciplinary 	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
	Business:	SGPC Policies & Procedures	-

	<ul style="list-style-type: none"> • Standing Orders • Recording of Meetings • Publication Scheme (this document) • Emergency Plan 	.../pc/sgpc/sgpc-policies-procedures	
	Finance: <ul style="list-style-type: none"> • Financial Regulations • Internal Financial Controls • Risk Assessment 	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
	Planning: <ul style="list-style-type: none"> • Responding to Planning Applications 	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
	Privacy: <ul style="list-style-type: none"> • Records Retention • Data Protection & Information Security • Freedom of Information • Subject Access Requests • Privacy Notice • Data Breach 	SGPC Policies & Procedures .../pc/sgpc/sgpc-policies-procedures	-
Class 6 Lists and Registers	Asset Register	SGPC Finance & Governance Archive .../pc/sgpc/sgpc-governance-archive	-
	Register of Members' Interests	Sibford Gower Parish Council ... /pc/sgpc. (Section 6) (follow weblink to Cherwell DC)	-
Class 7 The services we offer	The Holy Trinity Churchyard & Burial Ground landscape maintenance	The Sibfords Burial Ground .../amenities/sibfords-burial-ground	Permanent
	The Millennium Field landscape maintenance	The Millennium Field .../amenities/millennium-field	Permanent
	Highway Verges in the Parish occasional mowing	Oxfordshire County Council – Highways www.oxfordshire.gov.uk	-