



# Chinnor Parish Council

[www.chinnorparishcouncil.org.uk](http://www.chinnorparishcouncil.org.uk)

**Publication Scheme**  
**2019**

## Information available from CHINNOR Parish Council under the model publication scheme

| Information to be published  | How the information can be obtained   | Cost                |
|--|---|---------------------|
| <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> | <p>Website<br/>           Chinnor Pump<br/>           Facebook<br/>           Newsletters</p> | <p>FOC</p>          |
| <p>Who's who on the Council and its Committees</p>   | <p>Website / hardcopy</p>   | <p>20p per copy</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>  | <p>Website / hardcopy</p>   | <p>20p per copy</p> |
| <p>Location of main Council office and accessibility details</p>   | <p>Website / hardcopy</p>   | <p>20p per copy</p> |
| <p>Staffing structure</p>  | <p>Website / hardcopy</p>   | <p>20p per copy</p> |
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|---|------------------------------------|--------------|
| <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)<br>Current and previous financial year as a minimum | Hard copy<br>Parish Council Office | 20p per copy |
| Annual return form and report by auditor  | Hard copy / PC Office              | 20p per copy |
| Finalised budget  | Hard copy / PC Office              | 20p per copy |
| Precept   | Hard copy / PC Office              | 20p per copy |
| Borrowing Approval letter   | N/A                                | N/A          |
| Financial Standing Orders and Regulations   | Hard copy / PC Office              | 20p per copy |
| Grants given and received   | Hard copy / PC Office              | 20p per copy |
| List of current contracts awarded and value of contract   | Hard copy / PC Office              | 20p per copy |
| Members' allowances and expenses  | Hard copy / PC Office              | 20p per copy |
|   |                                    |              |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  |                                    |              |
| Parish Plan (current and previous year as a minimum)  | Hard copy / PC Office              | 20p per copy |
| Annual Report to Parish or Community Meeting (current and previous year as a  | Hard copy / PC Office              | 20p per      |

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| minimum)  |   | copy            |
| Quality status  | N/A   | N/A             |
| Local charters drawn up in accordance with DCLG guidelines  | N/A   | N/A             |
|   |   |                 |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                  |   |                 |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website – Hard copy –<br>PC Office            | 20p per<br>copy |
| Agendas of meetings (as above)  | Notice boards – Pump –<br>Website – PC Office | FOC             |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Website – PC Office                           | FOC             |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.   | PC Office                                     | FOC             |
| Responses to consultation papers  | PC Office                                     | FOC             |
| Responses to planning applications  | District Council website –<br>PC Office       | FOC             |
| Bye-laws  | N/A   | N/A             |
|   |   |                 |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | Hard Copy                                     | 20p per<br>copy |

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| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Hard Copy | 20p per copy |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard Copy | 20p per copy |
| Information security policy  |           |              |
| Records management policies (records retention, destruction and archive)   |           |              |
| Data protection policies   |           |              |
| Schedule of charges )for the publication of information)   | PC Office | FOC          |
|  |           |              |
| <b>Class 6 – Lists and Registers</b>   |           |              |
| Currently maintained lists and registers only  |           |              |
| Any publicly available register or list (if any are held this should be publicised; in most  | Hard Copy | 20p per      |

|  |           |              |
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| circumstances existing access provisions will suffice)   |           | copy         |
| Assets Register  | Hard Copy | 20p per copy |
| 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)   | N/A       |              |
| Register of members' interests   | Hard Copy | 20p per copy |
| Register of gifts and hospitality  | Hard Copy | 20p per copy |
|  |           |              |
| <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 |           |              |
| Allotments   | Hard Copy | 20p per copy |
| Burial grounds and closed churchyards  | N/A       | N/A          |
| Community centres and village halls  | Hard Copy | 20p per copy |
| Parks, playing fields and recreational facilities  | Hard Copy | 20p per copy |
| Seating, litter bins, clocks, memorials and lighting   | Hard Copy | 20p per copy |
| Bus shelters   | Hard Copy | 20p per copy |
| Markets  | N/A       | N/A          |
| Public conveniences  | N/A       | N/A          |

|   |     |     |
|---|-----|-----|
| Agency agreements   | N/A | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                           | N/A | N/A |
|   |     |     |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |     |     |
|   |     |     |
|   |     |     |
|   |     |     |

**Contact details:**

**Mrs Elizabeth Folley**  
**Clerk to the Council**  
**Chinnor Community Pavilion**  
**Station Road**  
**Chinnor**  
**Oxon**  
**OX39 4PU**

**01844 353267**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 20p per sheet (black & white) | Actual cost *<br>20p   |
|                          | Photocopying @ 20p per sheet (colour)        | Actual cost<br>20p   |
|                          |  |  |
|                          | 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