

Information available from Sibford Gower Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|-----------------------|
| <p>Class1 - Who we are and what we do (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 Hard copy | Free 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 Hard copy | Free 10p per sheet |
| <p>Class 2 – What we spend and how we spend it (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 Hard copy | Free 10p per sheet |
| Finalised budget | Website Hard copy | Free 10p per sheet |
| Precept | Website Hard copy | Free 10p per sheet |
| Borrowing Approval letter | Hard copy | 10p per sheet |
| Financial Standing Orders and Regulations | Website Hard copy | Free 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 |
| Class 3 – What our priorities are and how we are doing (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 Hard copy | Free 10p per sheet |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions (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 Hard copy | Free 10p per sheet |
| Agendas of meetings (as above) | Website Noticeboard Hard copy | Free Free 10p per sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website Noticeboard Hard copy | Free Free 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 Hard copy | Free 10p per sheet |
| Bye-laws | Hard copy | 10p per sheet |
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| Class 5 – Our policies and procedures (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 |

Adopted on ~~3rd September 2025~~ 18th May 2026

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| Publication Scheme Scheme of Delegation Financial Regulations Standing Orders Disciplinary Policy Data Breach Policy Freedom of Information Policy Data Protection Policy Complaints Procedure Privacy Notice Records Retention Policy Subject Access Request Procedure Role Holder Privacy Notice Code of Conduct Internal Financial Controls P procedure Grievance Policy <u>Sexual and General Harassment Policy</u> <u>Biodiversity Policy</u> <u>IT Policy</u> | Hard copy | 10p per sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Not applicable | |
| Assets register | Website | Free |

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| | Hard copy | 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 Hard copy | Free 10p per sheet |
| Register of gifts and hospitality | Hard copy | 10p per sheet |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) 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 | |

Contact details:

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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|---|
| Disbursement cost | 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 nd class. If 1 st class is requested it will be charged at the appropriate rate. |
| Statutory Fee | 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.