

# South Hinksey Parish Council

<https://southhinksey.org/parish-council/>

## Guide to Information available under the model publication scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do	
Who's who on the Council	Website
Contact details for Parish Clerk and Council members	Website and Noticeboard
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Financial Regulations	Website
Current contracts awarded and annual value	Website
Grants policy and procedure	Website
Grants given and received	Website

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<b>Information to be published</b>	<b>How the information can be obtained</b>
Payments >£100 (from 2015-16)	Website
Members' expenses	Website
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual Report to Parish Meeting	Website
<b>Class 4 – How we make decisions</b>	
Timetable of Council Meetings	Website and Noticeboard
Agendas of Council Meetings (from September 2016)	Website
Minutes of Council Meetings (from January 2007)	Website
Reports presented to Council Meetings (Note: this may exclude information that is deemed confidential under the Council's Standing Orders and Financial Regulations) (from September 2016)	Website
Responses to consultation papers	On request
Responses to planning applications	VoWHDC website

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Information to be published	How the information can be obtained
<b>Class 5 – Our up-to-date policies and procedures</b>	
Standing Orders	Website
Clerk's Contract of Employment	On request
Code of Conduct	Website
Complaints procedure	Website
Records management and Retention Policy	Website
Privacy Notice (Data protection policy)	Website
Burial ground rules and regulations	Website
Schedule of charges (for the publication of information)	Website
<b>Class 6 – Our up-to-date lists and registers</b>	
Asset register	Website
Register of members' interests	VoWHDC website

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Information to be published	How the information can be obtained
Class 7 – The services we currently offer	
Burial ground and wildflower meadow	Website
Community woodland	Website
Cutting of grass verges	On request

## Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying or printing @ 10p per A4 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Other photocopying, printing or postage	Actual cost *

\* the actual cost incurred by the Council

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## Contact details:

Geoffrey Ferres

Parish Clerk and Responsible Financial Officer

South Hinksey Parish Council

c/o 20a Harley Road

OXFORD

OX2 0HR

Tel: 07419 991623

Email: [parishcouncil@southhinksey.org](mailto:parishcouncil@southhinksey.org)

This Guide to Information and Schedule of Fees was adopted by South Hinksey Parish Council on Monday 14<sup>th</sup> May 2018.

Chairman: *Mike Cochran*

Michael Cochran

Date: *4 June 2018*

Clerk: 

Geoffrey Ferres

Date: *4 June 2018*