

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

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

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

Information to be published	How the information can be obtained
Payments >£100 (from 2015-16)	Website
Members' expenses	Website
Class 3 – What our priorities are and how we are doing	
Annual Report to Parish Meeting	Website
Class 4 – How we make decisions	
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

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

Information to be published	How the information can be obtained
Class 5 – Our up-to-date policies and procedures	
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
Class 6 – Our up-to-date lists and registers	
Asset register	Website
Register of members' interests	VoWHDC website

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

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

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

* the actual cost incurred by the Council

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

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: clerk@southhinksey-pc.gov.uk

This Guide to Information and Schedule of Fees was re-adopted by South Hinksey Parish Council on Wednesday 5th May 2021 [minute ref 21/20].