

SIBFORD FERRIS PARISH COUNCIL

Information available under the Model Publication Scheme

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. We have adopted the *Model Publication Scheme* for public authorities that is published by the ICO.

The Model Publication Scheme commits us to publishing information under the seven numbered headings below. The ICO has also produced a *template guide* that goes into more detail about what information a parish council is expected to publish, which we have used to help make the list below as complete as possible. If you think we have left anything out or that there is other information we should publish, please let us know by contacting a councillor or the Parish Clerk.

How to find the information

All our information is available via the parish council page on The Sibfords village website, at <http://thesibfords.org.uk/sfpc>

The Parish Clerk will, upon request, provide paper copies of any of the information we publish, at a cost of 10p per printed side of paper. This is based on the actual cost of ink and paper. Postage costs will be added if needed.

1. Who we are and what we do

- Who's who on the Council and its Committees
- Contact details

2. What we spend and how we spend it

- Annual return form and report by auditor
- Finalised budget
- Actual payments and receipts
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

3. What our priorities are and how we are doing

- Annual Report to the Parish Meeting

4. How we make decisions

- Agendas of meetings
- Minutes of meetings
- Reports presented to meetings
- Responses to consultation papers
- Responses to planning applications

5. Our policies and procedures

- Procedural Standing Orders
- Planning Committee Terms of Reference
- Code of Conduct
- Complaints Procedure
- Guidelines for filming and recording parish council meetings

6. Lists and registers

- Assets Register
- Register of Members' Interests

7. The services we offer

- Inspection checklist for the Cotswold Close Play Area

Contacts

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The Chair of Sibford Ferris Parish Council

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Information Commissioner's Office

"What information do we need to publish?"
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme>

"Template guide to information for parish councils"
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/>