

**Publication Scheme for Hailey Parish Council
under the Freedom of Information Act 2000**

Information to be published	How the information can be obtained	Cost
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Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Parish Clerk/Responsible Financial Officer and Parish Councillors contact information.	Website	Free

What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
End of Year Financial Statements	Website	Free
Annual return form and report by Auditor	Website/All information can be inspected at the Parish Council's office by appointment.	Free
Latest accounts		
Precept information including grants awarded.		
Asset Register.		
West Oxfordshire District Council Grass Cutting Arrangements and Oxfordshire County Council subsidy information.		

What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		

How we make decisions <i>(Decision making processes and records of decisions)</i>		
Monthly Parish Council Meetings Agendas and Minutes.	Agendas and Minutes are posted on notice boards and on the website.	Free
Responses to consultation papers.	Included as Appendices in Minutes or available upon request.	Free
Individual planning applications and responses.	Can be inspected at the Parish Council's office by appointment.	Free

Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business:- Standing Orders. Financial Regulations Code of Conduct. Acceptance of Office forms. Register of Councillors Interests.	All information can be inspected at the Parish Council's office by appointment. Website	Free
Risk Assessments.		
Health & Safety Inspection Sheets.		
Risk Management Scheme		
Equal Access Policy	Website	
Complaints procedure	Website	
Dispute Resolution Policy	Website	
Social Media Policy	Website	
GDPR Privacy Notice for residents	Website	

Lists & Registers		
Asset Register	Website	

The services we offer		

Please write to Lisa Wilkinson, Parish Clerk (details below) should you wish to make an appointment to inspect any documents: -

Wyelands, Upper End, Shipton-u-Wychwood, Oxon. OX7 6DP
Email clerk@haileywestoxon.org

This scheme was approved by Hailey Parish Council on 14th May 2018 and will be reviewed once a year at the Annual Meeting of the Parish Council.

Lisa Wilkinson
Parish Clerk

