

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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<b>Who we are and what we do</b>		
Parish Clerk/Responsible Financial Officer and Parish Councillors contact information.	Website	Free

<b>What we spend and how we spend it</b>		
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.		
Grass Cutting Arrangements and Oxfordshire County Council subsidy information.		
Annual Budget		

<b>What our priorities are and how we are doing</b>		
Audit: External auditors report and certificate Annual internal audit report	Website Website Website	Free

<b>How we make decisions</b>		
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 or are available on West Oxfordshire District Council's website.	Free

<b>Our policies and procedures</b>		
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 (Grievance, Dignity in Workplace, Staffing committee)	Website	
Social Media Policy	Website	
GDPR Privacy Notice for residents	Website	
GDPR Privacy Notice for staff and councillors	Website	
Health & Safety Policy	Website	
Emergency Plan	Website	
Retention and Disposal of Documents	Website	
Information and Data Protection	Website	

<b>Lists &amp; Registers</b>		
Asset Register	Website	
Land and Building Asset Register		

<b>The services we offer</b>		

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](mailto:clerk@haileywestoxon.org)

This scheme was approved by Hailey Parish Council on 20<sup>th</sup> April 2020 and will be reviewed once a year at the Annual Meeting of the Parish Council.

Lisa Wilkinson  
Parish Clerk