WARBOROUGH PARISH COUNCIL — FREEDOM OF INFORMATION PUBLICATION SCHEME

This scheme adopts the Information Commissioner's model

publication scheme, which all public authorities are required to adopt, and sets out — in the

Guide to Information — what Warborough Parish Council publishes and how to obtain it.

Part 1 — The Publication Scheme

The Council is committed to proactively publishing information, and adopts the Information Commissioner's model publication scheme. Under it the Council commits to:

- **Proactively publish or otherwise make available as a matter of routine**, information — including environmental information — which is held by the Council and falls within the classifications below.
- **Specify the information** which is held by the Council and falls within the classifications.
- Proactively publish or make available information in line with the statements in this scheme.
- **Publish the methods** by which information is made routinely available, so it can be easily identified and accessed.
- **Review and update** on a regular basis the information published under this scheme.
- Produce and publish a **schedule of any fees** charged for access to information that is proactively available.
- Make this **publication scheme available** to the public.

Classes of information

The Council publishes information under the following seven classes. The scheme does not cover

information that is exempt under the Freedom of Information Act, is in draft form, has been archived or destroyed under the Council's retention schedule, or is otherwise not held.

1. **Who we are and what we do**
2. **What we spend and how we spend it**
3. **What our priorities are and how we are doing**
4. **How we make decisions**
5. **Our policies and procedures**
6. **Lists and registers**
7. **The services we offer**

Part 2 — Guide to Information

This guide lists the information the Council publishes under each class. Unless otherwise stated, information is available on the Council's website (**www.ws-pc.org.uk**); anything not on the website is available from the Clerk on request.

1. Who we are and what we do

- The Council's contact details and the Clerk's contact details.
- Names of councillors, the committees they sit on, and their responsibilities.
- Details of how the Council is constituted (a parish council), and its meeting arrangements.
- Location of the Council's meetings.

2. What we spend and how we spend it

- The annual **budget** and the **precept**.
- The **Annual Governance and Accountability Return (AGAR)** — Sections 1–3, the Annual Internal

Audit Report, the explanation of variances and the bank reconciliation.

- The **Notice of Public Rights** and the **Notice of Conclusion of Audit**.
- **Financial Regulations** and information on **members' allowances and expenses** (where paid).

3. What our priorities are and how we are doing

- Plans, projects and any reports the Council has agreed to publish (for example major projects

such as the Greet Hall refurbishment).

4. How we make decisions

- **Agendas** and supporting papers for meetings.
- Approved **minutes** of Council and committee meetings.
- Reports considered by the Council (subject to any redaction of exempt information).

5. Our policies and procedures

- **Standing Orders** and **Financial Regulations**.
- The Council's policies — including the **Internal Financial Controls Policy**, **Risk**

Assessment, Reserves Policy, IT and Data Security Policy, Data Protection Policy

and **Privacy Notice**, and the **records retention schedule**.

6. Lists and registers

- The **register of members' interests**.
- The **asset register**.
- The Council's **direct debits and standing orders schedule** (financial controls).
- Any other registers the Council is required to maintain.

7. The services we offer

- Information about the services the Council provides — for example **allotments**, **hall and**

facility hire, and the recreation ground and open spaces.

- Any related terms, fees and charges.

Part 3 — How to obtain information, and charges

Obtaining information

Most information is on the Council's website. Anything not published there can be requested from

the **Clerk** (clerk@ws-pc.org.uk / The Greet Hall, 171 Thame Road, Warborough, OX10 7DG). If the information is not covered by this

scheme, your request will be treated as a request under the Freedom of Information Act 2000 or the

Environmental Information Regulations 2004 and answered **within 20 working days**.

Charges

Information published on the website is **free** (you meet any cost of your own internet access,

printing or downloading). Where a document is supplied by the Council, it may charge for the actual

cost of **photocopying, postage and materials**, and — for larger requests — a reasonable charge as

permitted by the Freedom of Information Act. Any charge will be advised before the information is

supplied.

Adopted by Warborough Parish Council on: 2nd September 2026 (date) **Minute reference: 2026/129**

This Publication Scheme will be reviewed in two years, unless circumstances dictate otherwise.