

BURFORD PARISH COUNCIL

MODEL PUBLICATION SCHEME

The requirements of the Freedom of Information Act 2000 require the Parish Council to adopt and maintain a publication scheme. The Information Commissioners Office (ICO) has developed and approved a Model Publication Scheme (MPS) that became operational on 1st January 2009. This MPS commits the Parish Council to produce and publish the method by which specified information held by the Parish Council will be made available.

Available information, listed below, is available either from the website or from the Clerk.

Who We Are and What We Do:

- who's who on the Parish Council
- contact details for the Clerk and council members

What We Spend and How We Spend It

- annual return form and report by auditor
- finalised budget
- precept
- Financial Standing Orders and Regulations
- list of current contracts awarded and value of contract
- members' allowances and expenses

What our priorities are and how we are doing

- annual report
- contact details for the Clerk and council members

How We Make Decisions

- timetable of meetings
- agendas of meetings
- minutes of meetings (this will exclude information that is properly regarded as private to the meeting)
- reports presented to meetings (this will exclude information that is properly regarded as private to the meeting)
- responses to consultation papers
- responses to planning applications

Our Policies and Procedures

- procedural Standing Orders
- Code of Conduct
- policy statements
- policies and procedures for handling requests for information

Lists and Register

- asset register
- register of members' interests

The Service We Offer

- playing fields, play area and recreational facilities
- seating, litter bins and lighting

Published

September 2025

Last Updated

September 2025