

## The Bourtons Parish Council PUBLICATION SCHEME

Information to be published	How can the information be viewed or obtained	Cost
<b>CLASS 1 – who we are and what we do.</b> This will comprise current information only.		
<ul style="list-style-type: none"> <li>▪ List of Councillors and contact information</li> <li>▪ Description of Parish and facilities provided</li> </ul>	Noticeboards & website Website & digital copy by email Hardcopy by post	FOC 10p/sheet +postage
<b>CLASS 2 – what we spend &amp; how we spend it.</b> This will comprise at least last complete FY and 1 previous year.		
<ul style="list-style-type: none"> <li>▪ Completed AGAR annual external audit form.</li> </ul>	Website & Digital copy by email Hardcopy by post	FOC 10p/sheet +postage
<ul style="list-style-type: none"> <li>▪ Internal auditor report.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ External audit completion certificate</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Financial regulations</li> <li>▪ List of annual payments</li> </ul>	Website & digital copy by email Hardcopy by post	FOC 10p/sheet +postage
<b>CLASS 3 – what are our priorities – this will comprise the last 2 years</b>		
<ul style="list-style-type: none"> <li>▪ Report to Parish meeting</li> </ul>	Website & Digital copy by email Hardcopy by post	FOC 10p/sheet +postage
<b>CLASS 4 – How we make decisions.</b> Last 5 years.		
<ul style="list-style-type: none"> <li>▪ Agendas of meetings Note : current year published as single months; historical years as single pdf</li> </ul>	Current issue on noticeboards & website	FOC 10p/sheet + postage
<ul style="list-style-type: none"> <li>▪ Meeting minutes Note : current year published as single months; historical years as single pdf</li> </ul>	Current issue on noticeboards Archive on website	FOC 10p/sheet +postage
<ul style="list-style-type: none"> <li>▪ Annual meetings calendar</li> </ul>	Noticeboard & website	FOC
<ul style="list-style-type: none"> <li>▪ Responses to planning applications</li> </ul>	Viewable on Cherwell District Council planning portal	FOC
<b>CLASS 5 – Our policies &amp; procedures – current information only</b>		
<ul style="list-style-type: none"> <li>▪ Standing orders</li> </ul>	On Website Digital copy by email Hardcopy by post	FOC FOC 10p/sheet +postage
<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Risk assessment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Data protection policies – privacy statement</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Data protection policies – document retention</li> </ul>		
<b>CLASS 6 – lists &amp; registers – current information only</b>		
Note : the only lists and registers held are : <ol style="list-style-type: none"> <li>1. Allotments list which contains personal information of plot holders and is protected under GDPR.</li> <li>2. Fairport ticket applicants which contains personal information and is protected under GDPR.</li> </ol>	Not available for public view.	

Note : Meeting agendas and minutes uploaded monthly; all other data uploaded annually or following review.

This publication scheme will be reviewed at the May 2026 meeting and updated as required.