

Shrivenham Parish Council (SPC) Parish Council Publication Scheme

Last updated: April 2026

This publication scheme has been prepared and approved by the Parish Council in accordance with the requirements of the Freedom of Information Act 2000.

The purpose of the scheme is to make information routinely available to the public and to explain how it can be accessed.

The council will make information available:

- on the parish council website where possible;
- by email on request; or
- by inspection of paper copies by appointment.

Requests for information should be directed to:

Clerk to the Council

Liza Whitney

clerk@shrivenham.org

Memorial Hall, Highworth Road, Shrivenham, SN6 8BL

01793 782925

Information Available Under the Publication Scheme

1. Council Information

Information relating to the council's structure and operation, including:

- Councillor names and responsibilities
- Contact details for the clerk
- Committee structure and terms of reference
- Standing Orders
- Financial Regulations
- Code of Conduct
- Asset Register
- Policies and procedures

How to Access

- Parish council website
 - Email request to the Clerk
 - Paper copies by appointment
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2. Agendas, Minutes and Meetings

Information relating to council meetings, including:

- Agendas
- Approved minutes
- Supporting reports where publicly available
- Annual Parish Meeting information

Confidential or exempt items may be excluded in accordance with legislation.

How to Access

- Parish council website
 - Inspection by appointment
 - Email request
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3. Financial Information

Information relating to council finances, including:

- Annual Governance and Accountability Return (AGAR)
- Internal and external audit reports
- Annual budgets and precept information
- Payments over the council's publication threshold
- Grant awards
- Financial statements

How to Access

- Parish council website
- Email request
- Inspection by appointment

4. Policies and Procedures

Including but not limited to:

- Complaints procedure
- Data protection policy
- Freedom of Information policy
- Equality policy
- Health and safety policy
- Retention and disposal policy

How to Access

- Parish council website
 - Email request
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5. Planning and Community Information

Information relating to:

- Planning consultation responses
- Community projects
- Public consultations
- Neighbourhood planning documents (where applicable)

How to Access

- Parish council website
 - Inspection by appointment
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Charges

Most information is available free of charge on the council website.

Where copies or printing are requested, the council may make a reasonable charge to cover:

- photocopying;

- printing;
- postage; and
- administrative costs permitted under legislation.

Any charges will be advised before information is provided.

Freedom of Information Requests

If information is not included within this publication scheme, requests may still be made under the Freedom of Information Act 2000.

Requests should:

- be made in writing;
- include the requester's name and contact details; and
- clearly describe the information requested.

The council will normally respond within 20 working days.

Address: Memorial Hall, Highworth Road, Shrivenham, SN6 8BL

Review of Publication Scheme

This publication scheme will be reviewed periodically by the parish council to ensure the information remains accurate and accessible.

Adopted on: 06/05/26