

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

## Guide to Information available under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> Current information only	
Who's who on the Council	Website
Contact details for Parish Clerk and Council members	Website
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Financial Regulations	Website
Grants policy and procedure	Website

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

<b>Information to be published</b>	<b>How the information can be obtained</b>
Grants given and received	Website
Payments >£100	Website
Members' expenses	Website
<b>Class 3 – What our priorities are and how we are doing</b> Current and previous year as a minimum	
Annual Report to Parish Meeting	Website
<b>Class 4 – How we make decisions</b>	
Timetable of Council Meetings	Website
Agendas of Council Meetings (Current and previous council year)	Website
Minutes of Council Meetings (Current and previous council year)	Website
Reports presented to Council Meetings (Note: this may exclude information that is deemed confidential under the Council's Standing Orders and Financial Regulations) (Current and previous council year)	Website

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

<b>Information to be published</b>	<b>How the information can be obtained</b>
Responses to consultation papers	On request
Responses to planning applications	On request
<b>Class 5 – Our policies and procedures</b> Current information only	
Standing Orders	Website
Clerk's Contract of Employment	On request
Code of Conduct	Website
Complaints procedure	Website
Privacy Notice (Data protection policy)	Website
Schedule of charges (for the publication of information)	Website

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

Information to be published	How the information can be obtained
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Asset register	Website
Register of members' interests	SODC website

## Schedule of Charges

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying or printing @ 10p per A4 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Other photocopying, printing or postage	Actual cost *

\* the actual cost incurred by the Council

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

## Contact details:

Geoffrey Ferres  
Parish Clerk and Responsible Financial Officer  
Nuneham Courtenay Parish Council  
c/o 20a Harley Road  
OXFORD  
OX2 0HR  
Tel: 07419 991623  
Email: [clerk@nunehamcourtenay-pc.gov.uk](mailto:clerk@nunehamcourtenay-pc.gov.uk)

This policy was re-adopted without amendment by the Council at its Annual Meeting on 7<sup>th</sup> May 2024 (minute ref 24/16).