



Publication Scheme

This Publication Scheme is provided in accordance with the Information Commissioner's Office (ICO) Model Publication Scheme and sets out the information that East Hagbourne Parish Council publishes or makes available.

Adoption of the ICO Model Publication Scheme

East Hagbourne Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to making information available in accordance with the Freedom of Information Act 2000.

How to Access Information

Information listed in this guide is available on the Parish Council website or by request from the Clerk to the Council. Requests may be made by email or in writing.

Charges

Information is provided free of charge unless disbursement costs are incurred, for example printing, photocopying or postage. Any charges will be advised in advance.

Data Protection

Information may be withheld or redacted where disclosure would breach data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

Information Available

Class 1 – Who We Are and What We Do

Information	How to Access	Web Folder Link	Charge
Councillor names and contact details	Website	Councillor's Details	Free
Register of Members' Interests	Website	Register of Interests	Free
Parish Council contact details	Website	Contact Details	Free
Committee membership	Website	Councillor's Details	Free
Location and timetable of meetings	Website	Meeting Information	Free

Class 2 – What We Spend and How We Spend It

Information	How to Access	Web Folder Link	Charge
Annual Governance & Accountability Return (AGAR)	Website	AGAR	Free
Budget and precept	Website	Budget & Precept	Free
Grants given and received	Website	Meeting Minutes	Free
Contracts awarded and their value	Website	Meeting Minutes Contracts and Tenders	Free
Borrowing approval (where applicable)	Website	Meeting Minutes	Free
Payments over publication threshold	Website	Payments (full reports within minutes)	Free
Internal and external audit reports	Website	Audit Reports	Free

Class 3 – What Our Priorities Are and How We Are Doing

Information	How to Access	Web Folder Link	Charge
Parish Plan/ Neighbourhood Plan	Website	Parish Plan Neighbourhood Plan	Free

Annual Parish Meeting minutes	Website	APM Minutes	Free
Minutes of meetings	Website	Meeting Minutes	Free
Meeting agendas	Website	Meeting Agendas	Free

Class 4 – How We Make Decisions

Information	How to Access	Web Folder Link	Charge
Agendas	Website	Meeting Agendas	Free
Approved minutes	Website	Meeting Minutes	Free
Standing Orders	Website	Standing Orders	Free
Financial Regulations	Website	Financial Regulations	Free
Consultation responses	Website / On request	Decisions recorded at Parish Council Meetings	Free

Class 5 – Our Policies and Procedures

Information	How to Access	Web Folder Link	Charge
IT Policy	Website	IT Policy	Free
Data Protection & Information Governance Policy	Website	c	Free
Expenses Policy	Website	Expenses Policy	Free
Health & Safety Policy	Website	Health & Safety Policy	Free
Staffing Policies	On Request	N/A	Free
Code of Conduct	Website	Code of Conduct	Free
Committee / Sub-Committee terms of reference and Delegated Authority	Website	Annual Checklist	Free

Class 6 – Lists and Registers

Information	How to Access	Web Folder Link	Charge
Asset Register	Website	Fixed Asset Register	Free
Register of Members' Interests	Website	Register of Interests	Free

Class 7 – The Services We Offer

Information	How to Access	Web Folder Link	Charge
Burial Ground information	Website	Cemetery	As per fees schedule
Allotment information	Website	Allotments	As per fees schedule
East Hagbourne Pavilion and Recreation Ground (managed by East Hagbourne Sports & Recreation Committee, separate to the Parish Council)	Website	East Hagbourne Pavilion	As per booking information
Parks and Recreation	Website	Parks and Recreation	Free
Dog Waste Bins	Website	Maps	Free
Hagbourne Village Hall (a charity independent of the Parish Council)	Website	Hagbourne Village Hall	As per booking information
East Hagbourne Community Shop & Post Office (volunteer organization, independent of the Parish Council)	Website	Community Shop	Free

Contact Information

Website address: www.easthagbourne.net

Clerk email address: parishclerk@easthagbourne.net

Postal address: 12a The Croft, East Hagbourne, Oxfordshire, OX11 9LS

Review

This Publication Scheme will be reviewed by the Parish Council annually.

Adopted: 12 March 2026

Next review: 2027

Minute reference: 12032026 5.g)