

Combe Parish Council

PUBLICATION SCHEME

2020/21

**Information Available under
Freedom of Information Act**

This publication scheme commits Combe Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Who we are and what we do

Parish Councils form the most local level of government. The Parish Council has the overall responsibility for the well-being of its local community. It plays an important role in the local community and is a vital link to district and county councils and other agencies on local issues.

The Parish Council's work falls into three main categories:

- representing the local community
- delivering services to meet local need
- working to improve the quality of life in the parish.

Details of the Chairman, Vice-Chairman, Parish Councillors, who's who on committees and Contact details can be found on the Parish Council website, hard copies are available on request charged at 20p per sheet.

What we spend and how we spend it

Parish Council funding comes primarily through the precept which is the local rate collected by West Oxfordshire District Council as part of the Council Tax.

The Precept information is available to inspect by arrangement with the Parish Clerk.

The Accounts, Summary payments, Annual return, Auditor's annual report, Financial Regulations and Asset Register are all available on the Parish Council website, hard copies are available on request charged at 20p per sheet.

Current contracts awarded include WODC – grass cutting, Ubico – dog waste bin emptying.

What our priorities are and how we are doing

Current priorities include developing a Village Design Statement and installing speed indicator devices as part of an ongoing Speedwatch campaign. The Annual report summarises activities of all village organisations.

How we make decisions

The Parish Council meets on the second Wednesday of each month at 7.30pm in the Reading Room, The Green, Combe. The agenda is displayed on the Parish Council noticeboard one week prior to the meeting. Members of the public are able to submit written questions to the Clerk one week prior to the meeting or to attend the meeting in person.

Agendas and approved minutes of meetings are available on the Parish Council website, hard copies are available on request charged at 20p per sheet.

Responses to planning applications are available on the WODC website.

Our policies and procedures

Standing Orders, Code of Conduct, Complaints Procedure and Access to Information procedures are all available on the Parish Council website, hard copies are available on request charged at 20p per sheet.

Lists and registers

The Register of members' interests is available to inspect by arrangement with the Parish Clerk.

The Asset Register is available on the Parish Council website, hard copies are available on request charged at 20p per sheet.

Classes of Information not generally included

Information in draft form and information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons. Information exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

Additional Notes

Information available on request will be by appointment only. Response to requests will be within 20 days of the official request.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.