



# GROVE PARISH COUNCIL

## INFORMATION PUBLICATION SCHEME

Approved by Full Council on 5 May 2026

# Information available from Grove Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Hard copy and Website	20p per A4 sheet
List of Council members and their responsibilities as well a list of Council Committees	Hard copy and Website	20p per A4 sheet
Details of any representation on local public bodies	Hard copy and Website	20p per A4 sheet
Postal and email address	Hard copy and Website	Free of Charge
Contact details for Parish Clerk and Council members	Hard copy and Website	Free of Charge
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Hard copy and Website	Free of Charge
Staffing structure	Hard copy only	20p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Current and previous financial year as a minimum</p>	Hard copy only (by appointment)	20p per A4 sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and Website	20p per A4 sheet
Finalised budget	Hard copy and Website	20p per A4 sheet

Precept	Hard copy and Website	20p per A4 sheet
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	Hard copy and Website	20p per A4 sheet
Standing Orders and Financial Regulations	Hard copy and Website	20p per A4 sheet
Grants given and received	Hard copy and Website	20p per A4 sheet
List of current contracts awarded and value of contract	Hard copy only (by appointment)	20p per A4 sheet
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Hard copy and on Website	20p per A4 sheet
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Hard copy and on Website	20p per A4 sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and on Website	20p per A4 sheet
Agendas of meetings (as above)	Hard copy and on Website	20p per A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and on website	20p per A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy only (by appointment)	20p per A4 sheet
Responses to consultation papers	Hard copy only (by appointment)	20p per A4 sheet

Responses to planning applications	Hard copy and on website	20p per A4 sheet
Bye-laws	Hard copy only (by appointment)	20p per A4 sheet
<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy and on Website	20p per A4 sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy and on Website	20p per A4 sheet
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	(hard copy or website; some information may only be available by inspection)	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	(hard copy or website; some information may only be available by inspection)	

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	(hard copy or website; some information may only be available by inspection)	
Register of members' interests	(hard copy or website; some information may only be available by inspection)	
Register of gifts and hospitality	(hard copy or website; some information may only be available by inspection)	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Hard copy and on Website	
Burial grounds and closed churchyards	Hard copy and on Website	
Community centres and village halls	Hard copy and on Website	
Parks, playing fields and recreational facilities	Hard copy and on Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and on Website	
Bus shelters	Hard copy and on Website	
Agency agreements	Hard copy and on Website	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy and on Website	

**All requests for information should be made in writing to:**

Mr G M Mundy  
Parish Clerk  
Grove Parish Council  
Old Mill Hall, School Lane  
Grove, OX12 7LB

01235 766599

Email: [clerk@grove-oxon-pc.gov.uk](mailto:clerk@grove-oxon-pc.gov.uk)

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		