MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

27 Park Road, Chipping Norton, Oxon. OX7 5PA

Email clerk@minsterlovell-pc.gov.uk

Tel: 07712 705865

Publication Scheme for Minster Lovell Parish Council under the Freedom of Information Act 2000

Information to be published	How the information can be obtained	Cost
Who we are and what we do *(Organisational information, structures, locations and contacts)*		
Parish Clerk/Responsible Officer and Parish Councillors contact information.	Website	Free
What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)*		
Annual return form and report by Auditor	All information can be inspected by appointment.	Free
Most latest accounts consisting of income, expenditure against budget and balance sheet.		
Precept information including grants awarded.		
Asset Register.		
West Oxfordshire District Council Grass Cutting Arrangements and Oxfordshire County Council subsidy information.		
What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)*		
Parish Plan.	All information is on the Parish Council website.	Free
Chairman's Report at Annual Parish Council Meeting.	Agendas and Minutes are posted on notice boards and on the website.	Free
How we make decisions *(Decision making processes and records of decisions)*		
Monthly Parish Council Meetings Agendas and Minutes.	Agendas and Minutes are posted on notice boards and on the website.	Free
Responses to consultation papers.	Included as Appendices in Minutes.	Free
Individual planning applications and responses.	Can be inspected on WODC's planning portal on their website.	Free
Our policies and procedures *(Current written protocols, policies and procedures for delivering our services and responsibilities)*		
Policies and procedures for the conduct of council business:- Procedural standing orders. Code of Conduct forms. Acceptance of Office forms. Register of Councillors Interests.	All information is on the Parish Council website.	Free
Risk Assessment.		
Health & Safety Inspection Sheets.		
Register of Electors.		

Archive Material		
Deeds and Planning Conditions relating to Ripley Avenue.	All information can be inspected by appointment.	Free
Minute books.		

Employment *(Current written agreements)*		
Parish Clerk's Terms and Conditions of Employment.	All information can be inspected by appointment.	Free
Parish Clerk's Job Profile.		
National Association of Local Councils & Society of Local Council Clerks Salary Scales		

Please contact the Parish Clerk (details below) should you wish to make an appointment to inspect any documents:-

27 Park Road, Chipping Norton, Oxon. OX7 5PA
Email clerk@minsterlovell-pc.gov.uk

This scheme was approved by Minster Lovell Parish Council on …16th June 2025…….. and will be reviewed once a year at a Parish Council Meeting.

V. Oliveri

Vanessa Oliveri
Parish Clerk

Information Commissioner's Office
Promoting public access to official information and protecting your personal information