



BRIZE NORTON PARISH COUNCIL

Freedom of Information Publication Scheme

Information available for Brize Norton Parish Council under the Model Publication Scheme

<u>INFORMATION TO BE PUBLISHED</u>	<u>HOW THE INFORMATION CAN BE OBTAINED</u>	<u>COST</u>
1 – Who we are and what we do		
Who's who on the Council and committees	Available on the Brize Norton Parish Council (BNPC) website http://brizenortonparishcouncil.co.uk/councillors	15p per A4 sheet plus postage for hard copies
Contact details for Clerk and Council members	Published on the BNPC website http://brizenortonparishcouncil.co.uk/councillors Posted on noticeboards opposite Brize Norton Primary school, outside the Pavilion and on Burford Road East On application by post or e-mail contact the Clerk to the Council	
Staffing Structure – the Council directly employs two part-time staff: - Clerk to the Council - Village Maintenance Person	On application to the Clerk	
Sub-Committees Neighbourhood Plan Steering Committee	Terms of Reference published on the BNPC website or links available from it: http://brizenortonparishcouncil.co.uk/councillors	
2 – What we spend and how we spend it		
Annual return form and report by the auditor	Available on the BNPC website http://brizenortonparishcouncil.co.uk/transparency-code To view in person or to request a copy by post contact the Clerk to the Council	
Finalised budget	Available to view in person by arrangement with the Clerk to the Council	
Precept	Available in Minutes of Meetings and on council tax bills	

Financial Standing Orders and Regulations	Posted on the BNPC website To view in person by arrangement or on application by post or e-mail contact the Clerk to the Council	15p per A4 sheet plus postage for hard copies
Grants given and received	Summary within minutes of meetings on the BNPC website http://brizenortonparishcouncil.co.uk/minutes	
List of current contracts and value of contract	Summary within minutes of meetings on the BNPC website http://brizenortonparishcouncil.co.uk/minutes	
Members allowances and expenses	Summary within minutes of meetings on the BNPC website http://brizenortonparishcouncil.co.uk/minutes	
3 – Our priorities and how we are doing		
Report to Annual Parish Meeting	Where recorded, available to view in person by arrangement with the Clerk or on the BNPC website http://brizenortonparishcouncil.co.uk/	
4 – How we make our decisions		
Timetable of meetings (Council, any sub-committee meetings) N.B Normally the first Monday of each month except Bank Holidays when second Monday	Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/events On application by e-mail from the Clerk to the Council	
Agendas of upcoming meeting(s)	Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes Available to view on the noticeboard (opposite Brize Norton Primary School)	
Minutes of meetings – N.B this will exclude information that is properly regarded as private to the meeting	Posted on BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes On application by e-mail from the Clerk to the Council	
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting	Available to view in person by arrangement with the Clerk. Contact the Clerk for further details.	

Responses to consultation papers	Summary within minutes of meetings http://brizenortonparishcouncil.co.uk/minutes By e-mail from the Clerk of the Council. Contact the Clerk for further details.	15p per A4 sheet plus postage for hard copies
Planning Applications and Parish Council responses	Summary within minutes of meetings on the BNPC website http://brizenortonparishcouncil.co.uk/minutes Full details held by West Oxfordshire District Council available to view at their offices at Elmfield, New Yatt Road, Witney OX28 1PB or via the planning portal of the WODC website http://www.westoxon.gov.uk/planning-building-links/planning-applications-(1)/	
5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements	Available on the BNPC website http://brizenortonparishcouncil.co.uk/ or on application by post or e-mail from the Clerk to the Council	
Code of Conduct	Standards for England website http://www.legislation.gov.uk/ukxi/2001/3576/schedule/made http://brizenortonparishcouncil.co.uk/transparency-code	
Policies and procedures for the provision of services and about the employment of staff: Data Protection Policy Freedom of Information Policy Complaints Procedures (including those covering requests for information and operating the publication scheme)	Available on the BNPC website http://brizenortonparishcouncil.co.uk/transparency-code On application by post or e-mail from the Clerk to the Council	
Schedule of charges (for the publication of information)	As documented in this scheme and at cost for any other disbursements, translations etc	

6 – Lists and registers Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses – Current information only		
Asset register	Available on the BNPC website http://brizenortonparishcouncil.co.uk/ or on application by post or e-mail from the Clerk to the Council	
Allotments e.g. fees, terms and conditions, waiting list numbers	Available to view in person by arrangement with the Clerk. Contact the Clerk for further details.	
The Elderbank Hall e.g. fees, terms and conditions	Contact the hall committee secretary, Mrs Diane Davies - 01993 843430.	
Emergency Response Plan	Delivered to all Brize Norton Households. Available on the BNPC website http://brizenortonparishcouncil.co.uk/noticeboard On application by post or e-mail from the Clerk to the Council	

Clerk to the Council contact details:

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