



BRIZE NORTON PARISH COUNCIL

Freedom of Information Publication Schedule

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

Financial Regulations	
Adopted by Full Council	APCM May 2019
Last Review	APCM May 2021
Next Review	2022

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
1 - Who we are and what we do		
Who's who on the Council and working parties	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	Available on the Brize Norton Parish Council (BNPC) website http://brizenortonparishcouncil.co.uk/councillors Posted on noticeboards opposite Brize Norton Primary School, on Burford Road East and on Brize Meadow on Bellenger Way. On application in writing, by post or e-mail, from the Clerk to the Council clerk@brizenortonparishcouncil.co.uk	

Staffing Structure – the Council directly employs three part-time staff <ul style="list-style-type: none"> - Clerk to the Council - Website manager - Village handyman 	On application in writing, by post or e-mail, from the Clerk to the Council.	15p per A4 sheet, plus postage for hard copies.
Working Parties: <ul style="list-style-type: none"> - Neighbourhood Steering Group - Brize Meadow Working Party - Traffic and Highways Working Party 	Terms of Reference published on the BNPC website on 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 external auditor	Available on the Brize Norton Parish Council (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 in writing.	
Finalised budget	Available to view in person by arrangement with the Clerk to the Council. Apply in writing.	
Precept	Available in minutes of Meetings and on Council Tax bills.	
Financial Standing Orders and Regulations and Risk Assessment Schedule	Posted on the BNPC website To view in person by arrangement or on application in writing, by post or e-mail, contact the Clerk to the Council.	
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 contracts	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		
<p>Timetable of meetings (Council, any working group) N.B. - Normally the first Monday of each month, except Bank Holidays, when it would be the second Monday</p>	<p>Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/events</p> <p>On application in writing, by post or e-mail, from the Clerk to the Council clerk@brizenortonparishcouncil.co.uk.</p>	<p>15p per A4 sheet, plus postage for hard copies.</p>
<p>Agenda of upcoming meeting(s)</p>	<p>Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes</p> <p>Posted on noticeboards opposite Brize Norton Primary School, on Burford Road East and on Brize Meadow on Bellenger Way.</p> <p>On application in writing, by post or e-mail, from the Clerk to the Council.</p>	
<p>Minutes of Meetings – N.B. - this will exclude information that is properly regarded as private to the meeting</p>	<p>Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes</p> <p>On application in writing, by post or e-mail, from the Clerk to the Council.</p>	
<p>Reports presented to Council meetings – N.B. - this will exclude information that is properly regarded as private to the meeting</p>	<p>Available to view in person by arrangement with the Clerk. Apply to the Clerk in writing for further details.</p>	
<p>Responses to consultation papers</p>	<p>Summary within meetings of minutes http://brizenortonparishcouncil.co.uk/minutes</p> <p>On application in writing, by post or e-mail, from the Clerk to the Council.</p>	
<p>Planning Applications and Parish Council responses Planning Policy</p>	<p>Summary within meetings on the BNPC website http://brizenortonparishcouncil.co.uk/minutes</p> <p>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</p>	

	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 Financial Regulations Risk Assessment Terms of Reference Organisation Planning and Procedures Policy Social Media and Electronic Communications Policy Complaints Procedures CCTV Policy Community Engagement Document Retention Policy Emergency Plan	Available on the BNPC website http://brizenortonparishcouncil.co.uk/transparency-code or on application in writing, by post or e-mail, from the Clerk to the Council	
Code of Conduct	Standards for England website http://www.legislation.gov.uk/uksi/2001/3576/schedule/made http://brizenortonparishcouncil.co.uk/transparency-code	
Policies and Procedures for the provision of services and about the employment of staff: Information and Data Protection Policy Freedom of Information Policy and Schedule of Publication Grievance and Discipline Policy Dignity at Work Policy Training and Development Policy Homeworking Policy Sickness Policy Equal Opportunities Policy Health and Safety Policy	Available on the BNPC website http://brizenortonparishcouncil.co.uk/transparency-code On application in writing, by post or e-mail, from the Clerk to the Council clerk@brizenortonparishcouncil.co.uk	15p per A4 sheet, plus postage for hard copies.

High Consequence Infectious Disease Policy		
Schedule of charges (for the publication of Information	As documented in this scheme and at a cost for any other disbursements, translation 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/transparency-code On application in writing, by post or e-mail, from the Clerk to the Council	
Allotments	Available to view in person, by arrangement with the clerk. Contact the Clerk for further details	
The Elder Bank Hall (e.g. fees, terms and conditions, bookings)	Contact the Hall committee secretary Mrs Diane Davies 01993 843430	
The Pavilion – The Sports and Social Club	Contact the BNS&SC manager Mr. Tim Gush tim@tcg-ad.com	
Emergency Response Plan	Delivered to all Brize Norton Households. Available on the BNPC website (personal details redacted) http://brizenortonparishcouncil.co.uk/noticeboard and also available on community notice boards. On application in writing, by post or e-mail, from the Clerk to the Council	
The Parish Newsletter	Available on the BNPC website http://brizenortonparishcouncil.co.uk/noticeboard On application in writing, by post or e-mail, from the Clerk to the Council	

Clerk to the Council details:

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