



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	May 2019
Last Review	May 2023
Next Review	May 2024

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 two part-time staff - Clerk to the Council - Village handyman	On application in writing, by post or e-mail, from the Clerk to the Council.	
Working Parties: - Neighbourhood Steering Group - Brize Meadow Working Party	Terms of Reference published on the BNPC website on links available from it: http://brizenortonparishcouncil.co.uk/councillors	

- Traffic and Highways Working Party		15p per A4 sheet, plus postage for hard copies.
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		
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	Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/events On application in writing, by post or e-mail, from the Clerk to the Council clerk@brizenortonparishcouncil.co.uk .	
Agenda of upcoming meeting(s)	Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes 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.	15p per A4 sheet, plus postage for hard copies.
Minutes of Meetings – N.B. - this will exclude information that is properly regarded as private to the meeting	Posted on the BNPC website or links from it: http://brizenortonparishcouncil.co.uk/minutes On application in writing, by post or 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. Apply to the Clerk in writing for further details.	
Responses to consultation papers	Summary within meetings of minutes http://brizenortonparishcouncil.co.uk/minutes On application in writing, by post or e-mail, from the Clerk to the Council.	
Planning Applications and Parish Council responses Planning Policy	Summary within 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 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	15p per A4 sheet, plus postage for hard copies.

Code of Conduct	Standards for England website http://www.legislation.gov.uk/uksi/2001/3576/schedule/made-August-2022-Code-of-Conduct.pdf (brizenortonparishcouncil.co.uk)
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 High Consequence Infectious Disease Policy	Available on the BNPC website Policies - Brize Norton Parish Council On application in writing, by post or e-mail, from the Clerk to the Council clerk@brizenortonparishcouncil.co.uk
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 tingush53@outlook.com

Emergency Response Plan	Available on the BNPC website (personal details redacted) http://brizenortonparishcouncil.co.uk/noticeboard On application in writing, by post or e-mail, from the Clerk to the Council	
The Parish Magazine - The Brize Breeze Published quarterly	Available on the BNPC website Brize Breeze - Brize Norton Parish Council On application in writing, by post or e-mail, from the Clerk to the Council	

Clerk to the Council details:

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