

PROCEDURES
SECTION 12

Bampton Parish Council
Freedom of Information

Information available for Bampton Parish Council under the Model Publication Scheme

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 committees	Available on the Bampton website http://bamptonoxon.co.uk , to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Contact details for Clerk and Council members	Published in the Bampton Directory and on the Parish Council Notice Board. Copies available from the Clerk by email or post.	15p per A4 sheet plus postage for hard copies
Staffing Structure – the Council directly employs three part time staff: <ul style="list-style-type: none"> • Clerk to the Council • Lengthsman • Caretaker for The Old School Community Centre 		
2 – What we spend and how we spend it		
Annual return form and report by the auditor	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Finalised budget	Available in Minutes of Meetings. Available to view in person by arrangement with the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Precept	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
Financial Standing Orders and Regulations	Available from the Clerk to the Council.	15p per A4 sheet plus postage for hard

		copies
Grants given and received	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
List of current contracts and value of contract	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
Members allowances and expenses	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
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 and from the Bampton Parish Council website http://bamptonoxon.co.uk .	15p per A4 sheet plus postage for hard copies
4 – How we make our decisions		
Timetable of meetings (Council, any sub-committee meetings) N.B. normally the second Wednesday of each month.	Council notice board, by email from the Clerk to the Council and on the Bampton Parish Council website http://bamptonoxon.co.uk	15p per A4 sheet plus postage for hard copies
Agendas of upcoming meeting(s)	Council notice board.	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.	Council notice board, by email from the Clerk to the Council and on the Bampton Parish Council website http://bamptonoxon.co.uk	15p per A4 sheet plus postage for hard copies
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 or post. Contact the Clerk to the Council for further details.	15p per A4 sheet plus postage for hard copies
Responses to consultation papers	Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Bampton Parish Council website http://bamptonoxon.co.uk .	15p per A4 sheet plus postage for hard copies
Planning Applications and Parish Council responses	Summary within Minutes of Meetings on the Bampton Parish Council website http://bamptonoxon.co.uk . Full details held by West Oxfordshire District Council available to view at their offices at Elmfield, New Yatt Road, Witney OX28 1PB	

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	Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Code of Conduct	Standards for England website	
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on the Bampton website http://bamptonoxon.co.uk , to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Records management policy (covering records retention, destruction and archive)	Available on the Bampton website http://bamptonoxon.co.uk , to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Data protection policy	Available on the Bampton website http://bamptonoxon.co.uk , to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
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		
Assets Register	Available to view. Contact the Clerk to the Council.	Cost on application due to the nature and size of this item
Allotments e.g. fees, terms and conditions, waiting list	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard

numbers		copies
Cemetery e.g. fees, burial locations	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Town Hall e.g. fees, terms and conditions	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
The Old School Community Centre e.g. fees, terms and conditions	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Risk Register	Currently under review	
Emergency Response Plan	Delivered to all Bampton Households, Bampton website Available on the Bampton website http://bamptonoxon.co.uk , by email or post. Contact the Clerk to the Council.	Free to all Bampton Households. Copies by post from Clerk at cost of £2.50
A summary of services for which the Council is entitled to recover a fee, together with those fees	Currently under construction.	15p per A4 sheet plus postage for hard copies

Clerk to the Council contact details:

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