

Information available from Brightwell-cum-Sotwell Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Via the Parish Council Website https://brightwellcumsotwellpc.co.uk</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Council members names can be found on the website.</p> <p>List of Councillor responsibilities can be found on the minutes of the May 2024 Annual Parish Council Meeting (Item 6) – available on the website.</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>The Stewart Hall West End Brightwell-cum-Sotwell Oxon OX10 ORY Email: bcsparishcouncil@googlemail.com Telephone: 01491 826968 Parish Clerk: Mrs G McEvoy</p>	
<p>Location of main Council office and accessibility details</p>	<p>The Council Office as above. The Office is open from 8 a.m. to 11.30 am on Monday, Tuesday and Wednesday mornings. (Please note, these hours may change on a week by week basis and it is advisable to call the Clerk for an appointment)</p>	
<p>Staffing structure</p>	<p>The Parish Clerk is the only member of staff on the Parish Council. All Councillors are volunteers. The Clerk is contracted to work 12 hours per week.</p>	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about</p>	<p>Financial information such as budgets/setting the precept/payments to be made/salaries, etc. are all available in the monthly minutes – located on the website.</p>	

projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	The Council is compliant with the Accounts and Audit Regulations 2015 Regulation 13. The Annual Governance Audit is available on the website.	
Statement of accounts and internal audit report in the format included in the Annual Return form	This information is available on the website.	
Finalised budget	The 2024/25 budget was finalised at the Parish Council Meeting held on 21 st November 2023 (Item 7)	
Precept	The 2024/25 Precept was agreed in the Parish Council Meeting held on 19 th December 2023.	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Refer to Policy BCSPC Pol 3 Financial Regulations approved on 16/05/23 (available on the website)	
Financial Standing Orders and Regulations	Refer to the above and BCSPC Pol 1 Standing Orders approved on 27/06/23 (available on the website)	
Grants given and received	Refer to BCSPC Pol 15 Grants awarding Policy approved March 2024 (available on the website) which details grants awarded by the Parish Council. Any grants received are shown in accounting statements.	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	To meet the needs and aspirations of parishioners identified during the development of the Parish Plan – hard copies available from the Parish Clerk	No charge
Annual governance statement in format included in the Annual Return form	Available on the website	
Parish Plan	The Community Led Parish Plan was adopted in 2014 and remains in place until 2024 (copies available from the Clerk's	No charge

	Office). A Neighbourhood Plan was also “made” in 2023 – draft documents available on the website. Final edits currently taking place.	
Annual Report to Parish or Community Meeting	The Council holds an Annual Parish Meeting every May to which all Parishioners are invited. The 2024 meeting took place in the Stewart Hall on 7 th May.	
Quality status		
Local charters drawn up in accordance with DLUHC’s guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	For Data Protection see policies: BCSPC Pol 6 Data Protection Policy BCSPC Pol 7 Data Breach Policy Both policies approved in October 2022 and available on the website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	See BCSPC Pol 1 Standing Orders for how decisions are made by the Council. All decisions are minuted and both policies and minutes are available on our website.	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Council meetings are held monthly (with the exception of August) and are usually held on the third Tuesday of the month at 7.30 p.m.	
Agendas of meetings (as above)	The agenda for monthly meetings are made available on the Wednesday before the meeting via the website and Parish Noticeboards	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Minutes of meeting are made available (once approved by the Council) via the website and Parish Noticeboards	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	N/A	
Responses to consultation papers	N/A	

Responses to planning applications	The Council responds to Planning Applications via the District Council's Planning Portal and all comments are available to the public via this portal.	
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	All of the Councils Policies are available on the website.	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	As above	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	As above	
Records management, personal data and access to information	As above	

policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	N/A	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Refer to website	
Assets register, including details of public land and building assets	Available from Parish Clerk on request	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	
Register of members' interests	Held by Electoral Commission and Parish Clerk – available on request	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	All available information about the Council is available on our website.	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	The Jubilee Pavillion and the Recreation Ground are held in Trust by the Parish Council.	
Parks, playing fields and recreational facilities	See above	
Seating, litter bins, clocks, memorials and lighting	The Council pay for the maintenance and upkeep of play/gym equipment, most public seating and the maintenance of dog bins.	

Bus shelters	The bus shelters are owned and maintained by the Parish Council	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	The Parish Council also own and maintain 4 Defibrillators	