

# 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
<b>1 – Who we are and what we do</b>		
Who's who on the Council and committees	Published annually in <i>The Bampton Beam</i> , which is delivered free to all Bampton Households. Copies also sent by post from <i>The Bampton Beam</i> office to subscribers and advertisers. Extra copies available from various outlets in Bampton including the Bampton Community Shop, Rosemary Lane, Bampton.	Free to all Bampton Households Copies by post at cost of £1.40
Contact details for Clerk and Council members	Published in The Bampton Directory and The Bampton Emergency Response Plan. Both delivered to all Bampton Households. Copies by post from the Clerk. Clerk email details are also on the Bampton Website.	Free to all Bampton Households. Copies by post at cost of £2.50, plus post and package
Staffing Structure – the Council employs a part time Clerk and part time lengthman		
<b>2 – What we spend and how we spend it</b>		
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, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Precept	Available in Minutes of Meetings. Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Financial Standing Orders and Regulations	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Grants given and received	Available in Minutes of Meetings. Available to view, by email or	15p per A4 sheet plus postage for hard

	post. Contact the Clerk to the Council.	copies
List of current contracts and value of contract	Available in Minutes of Meetings. Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Members allowances and expenses	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
<b>3 – Our priorities and how we are doing</b>		
Report to Annual Parish Meeting	Published annually in <i>The Bampton Beam</i> , which is delivered free to all Bampton Households. Copies also sent by post from <i>The Bampton Beam</i> office to subscribers and advertisers. Extra copies available from various outlets in Bampton including the Bampton Community Shop, Rosemary Lane, Bampton.	Free to all Bampton Households Copies by post at cost of £4.00 for UK: £10.00 for overseas plus post and package
<b>4 – How we make our decisions</b>		
Timetable of meetings (Council, any sub-committee meetings)	Full Council meetings are held on the second Wednesday of each month in Bampton Town Hall. Also contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Agendas of meetings	Council notice board Available to view, by email or post. Contact 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.	Council notice board Available to view, by email or post. Contact the Clerk to the Council.	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.	Summary within Minutes of Meetings. Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Responses to consultation papers	Summary within Minutes of Meetings. Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Responses to planning applications	Summary within Minutes of Meetings. Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies

Planning Applications	Available to view at West Oxfordshire District Council offices, Elmfield, New Yatt Road, Witney OX28 1XX	
<b>5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements	Available to view, by email or post. 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: <del>Health and safety policy</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available to view, by email or post. Contact the Clerk to the Council. Health & Safety Policy under development	15p per A4 sheet plus postage for hard copies
Records management policy (covering records retention, destruction and archive)	Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Data Protection and Freedom of Information Policies	Can be viewed and downloaded from the Bampton Website. Available to view, 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)	Available to view, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
<b>6 – Lists and Registers</b>		
Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses - Current information only		
Assets Register	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies

Allotments	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Cemetery	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Town Hall	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Youth Centre Buildings and Lettings	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Risk Register	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Emergency Response Plan	Delivered to all Bampton Households and copies by post from the Clerk.	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	Available to view or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies

**Contact details**

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