

## **Bloxham Parish Council - Freedom of Information Act**

*Under the Freedom of Information Act ("the Act") it is the duty of every public authority to adopt and maintain a publication scheme.*

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1 – Who we are and what we do</b> Who's who on the Council and its Committees	Hard copy from Parish Clerk or on website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk/RFO Theresa Goss 01295 710965 bloxhampc@aol.com
Location of main Council office and accessibility details	3 Tanners Close, Middleton Cheney Phone for access
Staffing structure	Parish Clerk
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year	(hard copy from Parish Clerk  or website)
Annual return form and report by auditor	Parish Clerk
Finalised budget	Parish Clerk
Precept	Parish Clerk
Financial Standing Orders and Regulations	Parish Clerk
Grants given and received	Parish Clerk
List of current contracts awarded and value of contract	Parish Clerk
Members' allowances and expenses	Parish Clerk
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan and Bloxham Neighbourhood Development Plan (current and previous year as a minimum)	In place
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk
<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) At Parish Council meetings – see Parish Council Minutes and Planning & Strategy Committee

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	Minutes
Timetable of Parish Council meetings	Usually monthly in Parish Rooms, Church St, Bloxham on 1 <sup>st</sup> Monday of month at 7.30pm – unless there is a speaker beforehand.
Agendas of meetings (as above)	On notice boards in village
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Minutes on web site once approved or from parish Clerk Summary in Banbury Guardian & Broadsheet
Reports presented to council meetings –NB. this will exclude information that is properly regarded as private to the meeting.	Parish Clerk or on web site
Responses to consultation papers	Parish Clerk or on web site
Responses to planning applications	See Minutes or Parish Clerk and Cherwell District Council's web site
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy from Parish Clerk or on website)
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Parish Clerk  Contact Parish Clerk
Schedule of charges for the publication of information)	See below
<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 6 – Lists and Registers</b> Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Currently maintained lists and registers only	Hard copy from Parish Clerk or website; some information may only be available by inspection)
Assets Register	Parish Clerk
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	
Register of members' interests	Parish Clerk
Register of gifts and hospitality	Parish Clerk

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy from Parish Clerk or website; some information may only be available by inspection)
Community centres and village halls	Parish Clerk
Parks, playing fields and recreational facilities	Parish Clerk
Seating, litter bins, clocks, memorials and lighting	Parish Clerk
Bus shelters	Parish Clerk

**Contact details:** Parish Clerk Theresa Goss  
3 Tanners Close, Middleton Cheney, Northants, OX17 2GD  
01295 710965 - bloxhampc@aol.com

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Reviewed 4 July 2022