



## BROMSBERROW PARISH COUNCIL

### Information available from Bromsberrow Parish Council under the Model Publication Scheme

**Note: The Scheme relates to the Freedom of Information Act 2000 (section 20) and emphasises the importance of positively informing the public on the activities of local Councils**

#### Who we are and what we do

Bromsberrow Parish Council, as a local council, is a local government body established by statute. Councillors are elected by residents of the Parish (i.e. the civil Parish, total population approximately 407) and serve a term of 4 years.

It provides facilities and services to the public, including street furniture such as public seats, noticeboards and bus shelters. It undertakes some grass cutting of highways splays and verges on an agency basis for the County Council and maintains the War Memorial.

Its other responsibilities include responding to consultations (including planning), and seeking to improve highway safety. The Council has a legal duty to take into account the effect on crime and disorder of its decisions and to have regard to biodiversity as part of its policy or decision making.

#### Who's who on the Council

There are 6 seats on the Council. The Chair of Council is Cllr John Stephens

The Full Council meets every other month on the 4<sup>th</sup> Tuesday, at 7.30 pm. Meetings are held at Bromsberrow Village Hall. The Council does not have any standing committees. Planning is dealt with at the beginning of each Council meeting.

#### Contact details for Parish Clerk and Council Members

The Clerk to the Council can be contacted by email on [bbpc@live.co.uk](mailto:bbpc@live.co.uk). Information regarding Council Members, including contact details, is available from the Clerk and also on the Council's website: [www.bromsberrowpc.org](http://www.bromsberrowpc.org)

#### Staffing Structure

The Clerk is the only member of staff.

#### What we spend and how we spend it

The Council Precept (i.e. the amount which the Council requires from Council tax in order to fund its activities) for the year 2020/21 is £7,440. The full budget is available on the Council's website. The Council is exempt from External Audit as its income is below £25,000, but is subject to an Independent Internal Audit. Audit reports are available on the website.

Grants are given to charities and local groups on request to the Council, but the main grant making is done in November, for inclusion in the budget for the next financial year.

A full copy of Standing Orders and Financial Regulations are on the website.

Provision is made in the budget for a Chairman's Discretionary Fund of £150 per year. No allowances are paid to other Members.

#### What our priorities are and how we are doing

The Council is working in partnership with the Community Speedwatch Group to reduce vehicle speeds in the village by provision of a Vehicle Activated Sign, to be installed in spring 2020.

## **How we make decisions**

All decisions are made at meetings of the Council which are open to the public. Minutes for all these meetings are available on the website.

A schedule of meetings is available on the website, and agendas for Council meetings are posted on the website and on the noticeboard.

Responses to consultations and planning applications are minuted as above.

Minutes from all meetings, including Annual Parish Meetings are on the Council website.

## **Our policies and procedures**

The Council's Standing Orders, Financial Regulations and Code of Conduct are available to inspect on the website.

The Council seeks to implement the Equalities Act in all that it does. Advertisements for recruitment are posted on the parish noticeboards and advertised on the website.

The Council has a policy of reserving the right to charge for information provided pursuant to Freedom of Information Act requests.

The Council has policies on archiving of records according to national guidelines. Hard copies of minutes of meetings which are over 5 years old are sent to Gloucestershire Archives.

## **Lists and Registers**

The Electoral Register is available for residents to view, accompanied by a member of staff. (Please note photocopies of this are not available).

An Assets Register is available on the website.

Registers of Members interests and gifts and hospitality are kept by the Clerk.

## **The Service we offer**

Information on facilities and services is available on the website

Please feel free to email the Clerk if you have any queries.

**Bromsberrow Parish Council**  
**web: [www.bromsberrowpc.co.uk](http://www.bromsberrowpc.co.uk)**  
**email: [bbpc@live.co.uk](mailto:bbpc@live.co.uk)**

**Please note that there may be a charge for photocopying documents**