

# Information available from Brafield on the Green Parish Council under the Model Publication Scheme (formally adopted by the Council by resolution, 20.5.19)

Information to be published	How the information can be obtained (for associated costs, see details below the table)
<b>Class 1 – Who we are and what we do</b>	
<p>Brafield on the Green Parish Council operates at the third tier of local government and carries out certain functions and responsibilities within the parish of Brafield on the Green. The Council has a number of powers and undertakes a variety of activities summarised in Class 6 below.</p> <p>It has 7 Councillors. Elections are held every 4 years. Candidates who wish to become Councillors are elected for a 4 year term by those on the Register of Electors for the polling district of Brafield entitled to vote. Any Councillor vacancy that arises during the 4 year period is filled either by bye-election or, if no candidates for election come forward, by co-option.</p> <p>Annually, the Council itself elects a Chairman and Vice Chairman from amongst its Councillors. It also employs an Officer Clerk (and Responsible Financial Officer/RFO) whose role is to both advise the Council on legal and administrative matters and implement its policies and decisions. The Council also contracts with a range of third party businesses for its provision of services.</p>	<p>Details of the Council's membership and its services and activities are reported on throughout the year in issues of the Parish Council Newsletter (distributed to all households up to 6 times per year) and on the village website. They are documented in full in the Annual Report see below. Further details of the documenting of any of them can be requested via the Clerk/RFO</p>

<p style="text-align: center;"><b>Who's who on the Council</b></p> <p>The current members of the Council are Cllr Gill Morgan, (Chairman), Cllr Helen Barnell (Vice Chairman), Cllrs Kevin Ward, Dawn Allingham, Sarah Dorey, Françoise Copsey</p> <p>Cllr. Allingham is the Council's Internal Financial Control Officer and Risk Assessor in support of the Clerk's RFO function. Other Councillors have assigned responsibilities in relation to the Parish Council Newsletter, Highways, Street Lighting, Planning and Police liaison.</p> <p>The Council receives support from several volunteers from within the community.</p>	<p>This information and email addresses/phone numbers are also available on the village website. Contact details for the Chair and Clerk are published in each Parish Council Newsletter and those for all Councillors are published after each Election.</p> <p>Detail of community volunteer contributions to the Council's work are published in its Annual Report.</p>
<p style="text-align: center;"><b>Staffing structure</b></p> <p>The Clerk/RFO has a Contract of Employment for 22 hours per month</p>	<p>Details available from the Clerk/RFO</p>
<p style="text-align: center;"><b>Contact details for Parish Clerk/RFO</b></p> <p>Vivien Hartley, 17 Dean's Row, Gayton, Northampton, NN7 3HA. Tel 01604 858360, email : <a href="mailto:brafieldonthegreenpc@gmail.com">brafieldonthegreenpc@gmail.com</a></p>	
<p><b>Class 2 – What we spend and how we spend it</b></p>	
<p>The Council receives most of its income from Council Tax by way of a precept from South Northants Council. For the Financial Year 2019/20 this is £14,000. Other income comes from a rebate from HMRC for VAT paid by the Council. Payments are submitted by the Clerk and approved by the Council at its Public Meetings. Approved payments are made by cheque signed by 2 of the authorised signatories.</p>	<p>The Council's accounts are externally audited on an annual basis (further details below).</p>

<p style="text-align: center;"><b>Annual Return form and report by Auditor</b></p> <p>Once agreed and signed off by the Auditor, a Public Notice to that effect is posted. The Annual Return and Audit Report by Littlejohn are held by the Clerk/RFO and are available for inspection.</p>	<p>The Notice is displayed on the designated Parish Council Notice Board on the bus shelter on Bedford Road, Brafield for a minimum of 14 days. Viewing by arrangement with the Clerk/RFO.</p>
<p style="text-align: center;"><b>Finalised budget</b></p> <p>Once finalised and approved by the Council, spending of its annual budget commences at the start of each financial year (April 1<sup>st</sup>) and ends on the following 31 March.</p>	<p>Viewing by arrangement with the Clerk/RFO</p>
<p style="text-align: center;"><b>Precept</b></p> <p>The Precept is decided upon by the Council, normally around the calendar year end and submitted to South Northamptonshire Council in January each year. For the Financial Year 2019/20 this amounts to £14,000.</p>	<p>Information on the precept is recorded in the Minutes of the Public Meeting at which it was agreed – January 2018 – and reported in the next issue of the Parish Council Newsletter.</p>
<p style="text-align: center;"><b>Borrowing Approval letter</b></p> <p>The Council currently has no borrowing arrangements</p>	<p>N/A</p>
<p style="text-align: center;"><b>Financial Standing Orders and Regulations</b></p> <p>These were adopted in May 2019</p>	<p>Viewing by arrangement with the Clerk/RFO</p>
<p style="text-align: center;"><b>Grants given and received</b></p> <p>The Council receives no grants directly. It can make grants to voluntary and community organisations under the terms of Section 137 of the Local Government Act 1972.</p>	<p>Viewing by arrangement with the Clerk/RFO. Information about grants and s.137 expenditure is recorded in the Council's Minutes, Annual Report and, as appropriate, reported in the Parish</p>

	Council Newsletter
<p align="center"><b>Councillors' Allowances and Expenses</b></p> <p>Councillors are entitled to claim allowances and expenses associated with the discharge of their role or function as a Council Member. In the financial year 2018/19 no claims were made, the Councillors voluntarily choosing to meet these expenses themselves.</p>	N/A
<p align="center"><b>List of current contracts awarded and value of contract</b></p> <p>The main annual contracts of the Council are for grass cutting and associated works, and a call out contract relating to street lighting.</p>	Viewing by arrangement with the Clerk/RFO
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	
<p align="center"><b>Annual Report/Review</b></p> <p>The Council produces this annually. It forms part of its May agenda at which Public Meeting the Chair summarises its contents</p>	The Annual Report is published on the Council's website and a summary of its contents is the subject of a piece in the Parish Council Newsletter.
<p align="center"><b>Annual Report to Parish</b></p> <p>An Annual Parish Meeting is held in May each year and minuted in the normal way.</p>	Agendas and Minutes are posted and displayed as for its regular Public meetings.
<p align="center"><b>Quality status</b></p> <p>The Clerk/RFO holds the CiLCA qualification</p>	Viewing by arrangement with the Clerk/RFO

## Class 4 – How we make decisions

<p>The Council operates under Standing Orders, adopted in May 2019. Decisions are taken by simple majority voting.</p>	<p>Viewing by arrangement with the Clerk/RFO</p>
<p style="text-align: center;"><b>Timetable of meetings</b></p> <p>Public Meetings are generally held in the months of January, March, May*, July, September, and November at 7.30pm (7.00pm* Annual Parish Meeting) in the Village Hall.</p> <p>The Council holds occasional meetings in between its Public Meetings to discuss its strategic and operational business in more detail. Any issues that are decided at these meetings and requiring public record are taken to the next available Public Meeting for ratification and formal approval.</p>	<p>Public Meetings are advertised in each issue of the Parish Council Newsletter, the website and notice board</p>
<p style="text-align: center;"><b>Agendas of Public Meetings</b></p> <p>Agendas for all Public Meetings are published at least 3 clear working days before the meeting.</p>	<p>Agendas are displayed on the designated Parish Council Notice Board and the website</p>
<p style="text-align: center;"><b>Minutes of Public Meetings</b></p> <p>All Public Meetings of the Parish Council are formally minuted by the Clerk.</p>	<p>Draft Minutes are displayed on the Website within a month of a meeting Approved minutes may be viewed as soon as practical after the meeting.</p>
<p style="text-align: center;"><b>Reports presented to Public Meetings</b></p> <p>Reports from Councillors and outside are, when available, circulated with the Agenda. Where this is not possible or when an update to the previously circulated information is required, reports are presented verbally at the Public</p>	<p>Viewing by arrangement with the Clerk/RFO</p>

Meeting.	
<p style="text-align: center;"><b>Responses to consultation papers</b></p> <p>External consultation papers are circulated to Councillors in advance of Public Meetings and then placed on the Agenda for consideration at the next Public Meeting. The Clerk then sends the agreed response where one is forthcoming.</p>	Viewing by arrangement with the Clerk/RFO
<p style="text-align: center;"><b>Responses to planning applications</b></p> <p>Planning Applications, are included (usually retrospectively given the need to meet deadlines between Public Meetings) on the Agenda of the next available Public Meeting. An email is also forwarded to each councillor giving details of the application to which each councillor can respond. The Clerk collates these and sends the agreed response from the Council to South Northants Council (the Planning Authority) or in the case of Appeals to the designated Appeals Office.</p>	Responses to Planning Applications may be viewed by arrangement with the Chair.
<b>Class 5 – Our policies and procedures</b>	
<p>The Council's policy is to adhere to national and local guidance issued by the National Association of Local Councils and other relevant bodies and wherever possible to adopt and customise Codes of Practice and similar model polices:</p> <ol style="list-style-type: none"> <li>1) Procedural Standing Orders – Standing Orders – Brafield on the Green Parish Council May 2019</li> <li>2) Delegated Authority in respect of officers – Standing Orders and Financial Regulations</li> <li>3) Code of Conduct – first adopted July 2012 (revisited May 2019)</li> </ol>	Viewing by arrangement with the Clerk/RFO

<p>4) Health and Safety Policy – not required as less than 5 staff  5) Complaints Policy – first adopted May 2014  6) Information Security Policy – no codified policy  7) Records Management Policies – NALC Guidelines  8) Data Protection Policies – no codified policy, NCLALC is Data Protection Officer and standing order payment made to ICO annually.  9) Risk Assessment – annual reappraisal as part of the audit process (May)</p>	
<p><b>Class 6 – The Services we offer</b></p>	
<p><b>Maintenance and development of village infrastructure and environment</b> – 53 street lights, 3 bus shelters, greenspace/verge mowing, village sign village green and pond (as lessee of Little Houghton Estates), and play area for young children (as lessee of Brafield Church and Poors Land Charity)</p>	<p>Details of what is achieved from these services and activities are reported on throughout the year in issues of the Parish Council Newsletter and documented in full in the Annual Report. Further details of the documenting of any them can be requested via the Clerk/RFO</p>
<p><b>Communication</b> – publication of Village Information Booklet (2<sup>nd</sup> edition issued 2015), regular bi-monthly village Newsletter that goes to every household, and support to the provision of a village website</p>	
<p><b>Planning</b> – third tier Council contribution to work of South Northants Council in relation to Local Plan and individual planning applications in particular and consultee on other strategic planning matters and any licensing matters impacting on the village</p>	
<p><b>Highways</b> - regular engagement with the Highways Authority through continued surveying of roads and footpaths, reporting on the state of Roads and Footpaths, and their accessibility; including support to volunteer Parish Path Wardens</p>	
<p><b>Support to Community projects and ventures</b></p>	

**Contact details: Clerk to the Council, 17 Dean’s Row, Gayton, Northampton, NN7 3HA.  
Tel 01604 858360.**

Email: [brafieldonthegreenpc@gmail.com](mailto:brafieldonthegreenpc@gmail.com)

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class