

Information available from Blisworth Parish Council under the Model Publication Scheme adopted by the Council by resolution on 04/04/2022

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This guidance gives examples of the kinds of information that Blisworth Parish Council is able to provide in order to meet our commitments under the Model Publication Scheme.

Blisworth Parish Council is expected to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations Exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. Blisworth Parish Council commits to look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

Contact details:

Clerk to Blisworth Parish Council: Mrs Angela Billing

Address for correspondence: 48 Pond Bank, Blisworth, Northamptonshire NN7 3EL

Tel - 07983233501 01604857602

Email - blisworthparishcouncil@gmail.com

Website <https://parish.blisworthvillage.org/>

Information to be published	How the information can be obtained	Cost SEE TABLE BELOW
<p>Class1 - Who we are and what we do Blisworth Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the parish of Blisworth. The council has a number of powers and undertakes a variety of activities and is responsible for the maintenance of street lighting and open spaces.</p> <p>Elections are held every 4 years and candidates who wish to become councillors are elected by those on the Register of Electors for the polling district of Blisworth by those entitled to vote. Any Councillor vacancy that arises during the 4-year period is filled by either by bye-election or if no candidates for election come forward by co-option. Councillors so elected serve for the 4-year period. The Council Officers are those of the Chairman and Vice Chairman – positions filled by councillors elected annually from amongst themselves. The council employs a Clerk whose role is to both advise the Council on legal and administrative matters and implement its policies and decisions. The Council also contracts with third party businesses for services such as village maintenance and payroll.</p>	<p>Blisworth Parish Council website: - https://parish.blisworthvillage.org/ Information is also published in newsletter – ‘Round and About’ distributed 6 times per year.</p>	
<p>Who’s who on the Council. The current members of the Council are: Chair: Steve Billing, Vice-Chair: Chris Read and Cllrs: Colin Gardner, Marguerite Field, June Hawkins, David Wilson, Belinda Brown, William (Bill) Root, Karen Cooper, Bernard Ingram and Nigel Chandler.</p>	<p>This information and email addresses are also available on the Blisworth Parish Council website</p>	
<p>Contact details for Parish Clerk – Angela Billing 48 Pond Bank, Blisworth, Northampton, NN7 3EL. Tel: 07983233501 01604 857602 Email: blisworthparishcouncil@gmail.com</p>	<p>This information is available on the Blisworth Parish Council website</p>	
<p>Location of main Council office and accessibility details – as in Clerk’s details above</p>		
<p><u>Staffing structure</u> The Clerk and Responsible Financial Officer has a Contract of Employment for 60 hours per month.</p>	<p>Details available from the Clerk</p>	

<p>Class 2 – What we spend and how we spend it</p> <p>The Council receives most of its income from Council Tax by way of a precept from West Northants Council. For the Financial Year 2023/24 this amounts to £43,400. Other income comes from a rebate from HMRC for VAT paid by the Council and grants that have been successfully applied for by members of the council.</p> <p>Payments are submitted by the Clerk and approved by the Council at its meetings. Approved payments are made by cheque and signed by 2 of the authorised signatories. Payments made by bank transfer are submitted by the Clerk and authorised by a councillor. The councillor authorising payments is always different to the councillor conducting the internal controls for each quarter.</p>	<p>Minutes of meeting available on the Blisworth Parish Council website or viewing by arrangement with the Clerk</p> <p>The Council’s accounts are externally audited on an annual basis (further details below) and audited by a councillor (a different councillor each quarter on a rota basis) as part of the quarterly internal control.</p>	
<p><u>Annual (Governance & Accounts) return form and report by auditor</u></p> <p>Once agreed and signed off by the Auditor, a Public Notice to that effect is posted.</p> <p>The Annual Governance Statement & Accounts for 2022/23 is held by the Clerk and is available for inspection.</p>	<p>The Notice is displayed on the designated Parish Council Notice Board in the Stoke Road, Blisworth for a minimum of 14 days. Viewing by arrangement with the Clerk and on the Blisworth Parish Council website.</p>	
<p><u>Finalised budget</u></p> <p>Once finalised and approved by the Council, the annual budget is implemented at the start of each financial year commencing April 1st.</p>	<p>Viewing by arrangement with the Clerk</p>	
<p><u>Precept</u></p> <p>The Precept is decided upon by the Council, normally around the calendar year end and submitted to West Northamptonshire Council in January each year.</p> <p>For the Financial Year 2023/24 this amounts to £43,400.00.</p> <p>For the Financial Year 2024/2025 this amounts to £45,570.00.</p>	<p>Information on the precept is found on the Blisworth Parish Council website.</p>	
<p>Borrowing Approval letter – The council currently has no borrowing arrangements.</p>		
<p>New BPC Standing Orders and BPC-Financial-Regulations were adopted in 2021 and BPC-Financial-Regulations amended and readopted 2024.</p>	<p>Viewing by arrangement with the Clerk and on the Blisworth Parish Council website.</p>	

<p>Grants given and received – Blisworth Parish Council can make grants to voluntary and community organisations under the terms of Section 137 of the Local Government Act 1972. In the financial year 2022/23 it received a grant from the National Lottery for work on the Allotments (work commenced in 2023/2024).</p>	<p>Viewing by arrangement with the Clerk</p>	
<p>Members Allowances and Expenses- 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 2023-2024 no claims were made.</p>		
<p>List of current contracts awarded and value of contract – the Council holds annual contracts with Cut Crew Ltd for grass cutting and associated works. The contract for the removal of dog waste is currently under review</p>	<p>Viewing by arrangement with the Clerk</p>	
<p>Class 3 – What our priorities are and how we are doing</p>		
<p>Annual Report to Parish – the Annual Parish Meeting is held in May each year and minuted in the normal way.</p>	<p>Agendas and Minutes are posted and displayed as for any normal meeting on the Blisworth Parish Council website and on the notice board outside the Village Hall, Stoke Road,</p>	
<p>Class 4 – How we make decisions The Council operates under Standing Orders, revised in 2021. Decisions are taken by simple majority voting at (Public) Council Meetings.</p>	<p>Viewing by arrangement with the Clerk Minutes of meeting on the Blisworth Parish Council website.</p>	
<p>Timetable of meetings – meetings are held monthly on the first Monday (If this is a bank holiday the meeting will be held on either the following Tuesday or Monday by arrangement) at 7.30pm in the Village Hall, Stoke Road. Members of the public are welcome to join us every month.</p>	<p>Details on the Blisworth Parish Council website.</p>	
<p>Agendas of meetings – agendas for all meetings are published 3 clear working days before the meeting.</p>	<p>The agenda is displayed on the Blisworth Parish Council website and on the official Blisworth Parish Council notice board outside the Village Hall, Stoke Road, Blisworth.</p>	

<p>Minutes of meetings – All meetings of the Parish Council are formally minuted by the Clerk.</p>	<p>Draft Minutes are displayed on the Blisworth Parish Council website</p> <p>Draft Minutes are superseded by a copy of the Approved Minutes once they have been formally agreed and signed by the Chairman the following month's meeting.</p>	
<p>Reports presented to council meetings – Reports from outside bodies and committees 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 meeting.</p>	<p>Viewing by arrangement with the Clerk</p>	
<p>Responses to consultation papers – External consultation papers are circulated to Councillors in advance of meetings and then placed on the Agenda for consideration at the next meeting. The Clerk then sends the agreed response as instructed.</p>	<p>Viewing by arrangement with the Clerk</p>	
<p>Responses to planning applications – Planning Applications, normally received by post/email are included on the agenda of the next meeting. Where the deadline for response falls before the next meeting, the Clerk seeks an extension. In exceptional circumstances, where an extension is not granted by the Planning Authority at West Northants Council, the clerk convenes an extraordinary meeting, for which an agenda is prepared and posted as normal. The Clerk sends the agreed response from the Council to West Northants Council (the Planning Authority) or in the case of appeals to the designated Appeals Office.</p>	<p>Responses to Planning Applications may be viewed by arrangement with the Clerk or on the West Northants Council website.</p>	

<p>Class 5 – Our policies and procedures 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 policies.</p> <p>Policies and procedures as they are adopted/revised, Code of Conduct and Risk Assessments are listed on the Blisworth Parish Council’s website.</p>	View on Blisworth Parish Council website or by arrangement with the Clerk	
<p>Class 7 – The services we offer The Council assists with the following services: Eastfield Play Area and the recreational facilities on it. Seating, litter & dog bins and lighting (but not all street lighting in Blisworth, some lighting is the responsibility of different housing associations in Blisworth). Allotments (off Courteenhall Road) Grass cutting Closed Cemetery Maintenance</p>	Viewing by arrangement with the Clerk	

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Printing price and price of postage.
	Photocopying @ 70p per sheet (colour)	Not available – No access to colour printer

	Postage	Actual cost of required Royal Mail standard 2 nd class stamp(s) depending on the weight of the documents.
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Version	Details of any revision	Approved at	Date	Review Date
v1	Adopted new Freedom of Information	Approved at BPC Meeting 15/05/2018	15/05/2018	
v2	Checked and updated details/procedures as necessary	Re-adopted at BPC Meeting 04/04/2022. Minute Point: 20	04/04/2022	May 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024
v3	Checked and updated details/procedures as necessary	Approved and readopted at BPC Meeting 05/02/2024 Minute Point: 17	05/02/2024	May 2024
v4	Checked and updated details/procedures as necessary	Approved and readopted at BPC Meeting 13/05/2024 Minute Point: BPC/56/ 24-25	13/05/2024	May 2025