

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR BROMHAM PARISH COUNCIL 2026-2027



1 General Information	
Authority: Office Address: Office Telephone: Office Hours for Inspection	Bromham Parish Council 61 Village Rd. Bromham MK43 8JP 01234-828851 Mon – Thurs 10 -2pm, Friday 10 – 12noon
Responsible Officer Maintaining Officer	Julie Betts, Clerk Julie Betts, Clerk

2. Information to be Published	3 Method of Publication
<u>Council Practice & Procedure</u> Council Agendas & Minutes Committee Agendas & Minutes: Planning Committee Amenity Committee F&GP Committee	Agendas posted on Village Notice Boards and Agendas & Minutes available on the Council’s website and at the village library.

Acceptance of Office Standing Orders Councillor’s Code of Conduct Register of Councillors Interests Report to Annual Parish Meeting	Documents listed pertaining to practice and procedures are posted on the Council’s website. Copies of all these documents can also be inspected in the Council office, hours indicated above.
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Financial The Annual Precept Figure Annual Budgets in Summary Form Expenditure against Budget in Summary Payments made to contractors & suppliers	Published in the Borough Council Leaflet Published in Relevant Committee and Council Minutes Published monthly in Council Minutes
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<u>Planning</u> Summary lists of planning applications Individual planning applications & responses The adopted and draft Local Plan Neighbourhood Plan	Available for inspection at Borough Council Offices (Borough Hall) or available for inspection at the Parish Council Office. Available for inspection at Borough Council Offices (Borough Hall) or available for inspection at the Parish Office by contacting the Parish Clerk.
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<u>Health and Safety</u> Health and Safety Policy Playground inspection records	Can be inspected in the Council Offices Can be inspected in the Council Offices
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<u>Archive Material</u> Minute Books Leases and Deeds Historic maps, photographs etc Burial/cremation registers	Can be inspected in the Council Offices By arrangement with the Clerk Not applicable Not applicable
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<u>Periodic Electoral Review</u> Documents on last Electoral Review Documents on the last Boundary change	Can be inspected in the Council Offices by arrangement with the Clerk
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<u>Employment</u> Terms and conditions of employment Job descriptions	Can be inspected in the Council Offices By arrangement with the Clerk
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Exempt Material Personal information relating to Councillors (other than required to be declared in Register of Interest) Personal information relating to employees Tenders and bids from contractors and suppliers Note: Data Protection Legislation prohibits the publication of certain categories of information.	
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4. Charging Policy Information can be inspected, by appointment at the Council Offices, free of charge. Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per A4 sheet.	
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5. Review of Policy This Policy was approved by Bromham Parish Council at its meeting on 24 March 2011 and will be reviewed bi-annually. Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Town Hall to ensure that the information they require is still available.	
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Adopted by:	PC Meeting
Date:	5 May 2026
Review Period:	Annually
File Link:	Administration\Policies and Procedures