

Date Request received	Date acknowledged	Date Response sent	Subject of request	Staff time required
2017				
No requests received in 2017, other enquiries not noted				
2018				
11/01/2018	17/01/2018	17/01/2018	2 requests regarding the erection of a Christmas Tree on the Common Recreation Ground	1 hour
16/02/2018	26/03/2018	26/03/2018	Request regarding the expansion of social media platforms	1 hour
24/02/2018	Response from committee	Directed to Community Committee	Request regarding the erection of a Christmas tree on the Common Rec	0.75 hour
18/03/2018	19/03/2018	Directed to NDP	5 requests regarding the NDP	0.50 hour
09/04/2018	10/04/2018	10/04/2018	Request regarding the boundary review	1.50 hours
06/05/2018	31/05/2018	31/05/2018	Request for a copy of the FoI Publication Scheme	1 hour
15/05/2018	15/05/2018	17/07/2018	3 requests regarding the Regulatory Reform Act and the NDP	0.50 hour
18/06/2018	19/06/2018	02/07/2018	Request regarding security of the common allotments site	2 hours
12/07/2018	07/08/2018	08/08/2018	14 requests regarding the common allotments	5 hours
19/10/2018	14/11/2018	14/11/2018	Request regarding access to BPC minutes	1.50 hours

26/10/2018	20/11/2018	20/11/2018	Request regarding access to parish maps	1.25 hours
11/11/2018	05/12/2018	05/12/2018	3 requests regarding AGAR & accounts	2 hours
12/11/2018	06/12/2018	06/12/2018	8 requests regarding AGAR and accounts	2 hours
13/11/2018	06/12/2018	06/12/2018	5 requests regarding previous years accounts	2 hours
14/11/2018	14/11/2018	Directed to Community Committee	3 requests regarding the erection of a Christmas tree on the Common Recreation Ground	1 hour
06/12/2018	08/01/2019	08/01/2019	6 requests regarding a parish councillor vacancy	5 hours
				28 hours

2019

29/03/2019	24/04/2019	24/04/2019	Request for contact details for individual councillors	1.25 hours
10/05/2019	11/05/2019	11/05/2019	Request regarding councillors attending the May Fayre after the election	3 hours
12/05/2019	13/05/2019	13/05/2019	Request for Gender Neutral Language	1.50 hours
21/05/2019	22/05/2019	22/05/2019	Request for BPC signature profiles	0.50 hours
02/07/2019	02/07/2019	02/07/2019	Request for two email addresses	1 hour

14/07/2019	Not held	Not held	Request for information on incorporation of environmental policy into allotments	
21/07/2019	Not held	Not held	Request for monthly statistics of assaults in Burghfield	
13/09/2021	13/09/2019	13/09/2019	2 requests about voting and freedom of speech	1 hour
				8.25 hours

2020

28/03/2020	11/04/2020	11/04/2020	Request for copies of water bills from 2015	2.50 hours
09/04/2020	09/04/2020	09/04/2020	Request on changes in legislation relating to Covid and use of allotments	2.50 hours
14/04/2020	16/04/2020	16/04/2020	Request regarding the delay in holding the APM (Covid)	2 hours
15/04/2020	16/04/2020	16/04/2020	Request for allotments risk assessment (Covid)	1 hour
15/04/2020	16/04/2020	16/04/2020	Request on risk assessment for allotments	1 hour
16/04/2020	16/04/2020	16/04/2020	3 requests on allotments management during Covid	2.50 hours
24/04/2020	24/04/2020	24/04/2020	Request regarding the delay in holding the APM (Covid)	3 hours

27/04/2020	27/04/2020	27/04/2020	Request regarding the delay in holding the APM (Covid)	2 hours
01/05/2020	11/05/2020	11/05/2020	Request regarding the delay in holding the APM (Covid)	3 hours
06/05/2020	12/05/2020	12/05/2020	Request to see breakdown of individual votes by Councillors	2.50 hours
12/05/2020	27/05/2020	27/05/2020	Request to see breakdown of individual votes by Councillors	2 hours
19/05/2020	27/05/2020	27/05/2020	Request to see breakdown of individual votes by Councillors	2 hours
26/05/2020	27/05/2020	27/05/2020	Request to see breakdown of individual votes by Councillors	2 hours
21/06/2020	26/06/2020	17/07/2020	Request for copies of all maps held by parish council of its own land, 3 questions.	2 hours
09/07/2020	13/07/2020	13/07/2020	Request for village hall plans	1 hour
10/07/2020	10/07/2020	10/07/2020	Request regarding code of conduct	1.50 hours
12/07/2020	15/07/2020	15/07/2020	Request regarding motions and requests for meetings	2 hours
12/07/2020	13/07/2020	13/07/2020	Request regarding EGM date	2.50 hours

13/07/2020	13/07/2020	13/07/2020	Request regarding EGM date	1.50 hours
13/07/2020	14/07/2020	14/07/2020	Request regarding the pop-up pub	1.50 hours
14/07/2020	15/07/2020	15/07/2020	Request for clarification regarding pop up pub	1.50 hours
14/07/2020	Not held	Not held	Request for Risk assessment for pub and cafe	1 hour
25/08/2020	03/09/2020	03/09/2020	2 requests regarding audio recording of Zoom PC meeting	3 hours
31/08/2020	03/09/2020	03/09/2020	1 request regarding audio recording of PC Zoom meeting	3 hours
22/10/2020	25/10/2020	25/10/2020	Request for a copy of the Community Committee minutes	1.50 hours
05/11/2020	26/11/2020	26/11/2020	Request for a copy of a statement read at PC meeting 05/11/20	1 hour
05/11/2020	Answered by Chair	Answered by Chair	8 questions regarding formal policies and documents relating to the village hall	2 hours
06/11/2020	11/11/2020	26/11/2020	1 request regarding audio recording of PC Zoom meeting	3 hours
15/11/2020	26/11/2020	26/11/2020	6 requests regarding audio recording of PC Zoom meeting 5/11/20	2.50 hours

15/11/2020	16/11/2020	26/11/2020	5 requests regarding health & safety and risk assessment reports for the village hall.	2 hours
16/11/2020	20/11/2020	20/11/2020	Request for health & safety and risk assessment reports for the skate park.	1.50 hours
16/11/2020	20/11/2020	26/11/2020	2 requests for health & safety and risk assessment reports for the village hall.	1.50 hours
15/11/2020	26/11/2020	26/11/2020	Request for clarification of abolition or suspension of allotments sub-committee	2 hours
15/11/2020	26/11/2020	26/11/2020	5 requests for clarification of abolition or suspension of allotments sub-committee	2.50 hours
29/11/2020	11/12/2020	11/12/2020	4 requests regarding health & safety and risk assessment reports for the village hall.	1.50 hours
29/11/2020	11/12/2020	11/12/2020	1 request regarding audio recording of PC Zoom meeting 5/11/20	1.50 hours
29/11/2020	Response not required	Response not required	Request for clarification of abolition or suspension of allotments sub-committee	

06/12/2020	11/12/2020	11/12/2020	2 requests for clarification on wording regarding hiring village hall	2 hours
14/12/2020	16/12/2020	11/01/2021	12 requests regarding documentation held re the village hall	1.45 hours
				74.45 hours

2021

03/01/2021	12/01/2021	12/01/2021	4 requests for detailed information on the results of a public consultation on the village hall.	2 hours
19/01/2021	20/01/2021	20/01/2021	Request for information on the PWL application	1 hour
09/04/2021	22/04/2021	22/04/2021	3 requests for information regarding emergency powers in the Scheme of Delegation (Covid)	2 hours
21/04/2021	21/04/2021	30/04/2021	10 requests regarding evidence relating to the PWL application	8 hours
10/05/2021	12/05/2021	12/05/2021	Request for briefing note regarding pop up pub	3 hours
07/05/2021	12/05/2021	03/06/2021	Request for audio recording of Community Committee meeting (Zoom)	0.50 hours
07/05/2021	12/05/2021	03/06/2021	Request for audio recording of Full Council meeting (Zoom)	0.50 hours

04/06/2021	03/07/2021	05/07/2021	7 requests for information on hedging at the Common allotments	1.50 hours
06/07/2021	13/07/2021	13/07/2021	Request regarding accounts inspection (AGAR)	5 hours
21/07/2021	22/07/2021	22/07/2021	Request regarding the allotments	0.25 hours
06/10/2021	06/10/2021	07/10/2021	Request regarding the allotments	0.25 hours
26/10/2021	28/10/2021	17/11/2021	7 requests regarding the policies for grants and donations	8 hours
19/11/2021	23/11/2021	10/12/2021	10 requests for Information on the NDP	8 hours
14/12/2021	16/12/2021	information not held - response provided	Request for information regarding the BNPD Cookie Policy	0.5 hours
15/12/2021	21/12/2021	12/01/2022	7 requests for information relating to the refurbishment of the village hall	3.5 hours
15/12/2021	21/12/2021	12/01/2022	6 requests for information on Burghfield Sports Pavilion	4 hours
16/12/2021	17/12/2021	17/01/2022	Request for details of Fol's received over last five years	2 hours
16/12/2021	17/12/2021	17/01/2022	8 requests for details of all CCTV owned by the parish council	2 hours

19/12/2021	20/12/2021	17/01/2022	3 requests for details of Internal & External Audit reports from 2016 onwards	2 hours
22/12/2021	06/01/2021	17/01/2022	2 requests for details of Common land/Village Greens and related policy & procedures	2 hours
TOTAL				54 hours

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2022				
13/01/2022	21/01/2022	21/01/2022	Village hall refurbishment follow up questions	3 hours
13/01/2022	21/01/2022	21/01/2022	Sports Pavilion hire details	3 hours
03/04/2022	07/04/2022	29/04/2022	Grants and Donations information and policy	1 hour
09/04/2022	10/04/2022	11/05/2022	Annual accounts (AGAR) and External Audit reports	5 hours
10/04/2022	09/05/2022	11/05/2022	Details of contracts and agreements held	1 hour
10/04/2022	09/05/2022	11/05/2022	Copy of Asset Register and details relating to the Old Recreation Ground	1 hour
27/04/2022	09/05/2022	12/05/2022	Register of Town & Village greens with maps and associated covenants	1 hour