



PUBLICATION SCHEME

| Information Available | How to obtain the information | Cost |
|---|-------------------------------|------------------|
| Class1 - Who we are and what we do | | |
| List of Council Members and Council Committees | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Contact details for Parish Clerks: Council Office address and contact details. All contact to individual Councillors via Council Office | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Location of main Council office and accessibility details. Map available. | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Staffing structure: Council Employees and Contractors | Hardcopy | 10p per A4 sheet |
| | Website | Free |

| Class 2 – What we spend and how we spend it | | |
|---|----------|------------------|
| Annual return form and report by auditor | Hardcopy | 10p per A4 sheet |
| Finalised budget | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Precept | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Financial Standing Orders and Regulations | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| List of payments each month | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Grants given and received | Hardcopy | 10p per A4 sheet |
| List of current contracts awarded and value of contract | Hardcopy | 10p per A4 sheet |
| Members' allowances and expenses | Hardcopy | 10p per A4 sheet |

| Class 3 – What our priorities are and how we are doing | | |
|---|----------|------------------|
| Parish Plan – Shaping The Future 2018-2020 | Hardcopy | £2 |
| | Website | Free |
| Annual Report to Parish Meeting | Hardcopy | £2 |
| | Website | Free |
| Quality Status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines Swindon Borough/Parish Charter | Hardcopy | 10p per A4 sheet |

| Class 4 – How we make decisions | | |
|---|--|------------------|
| Timetable of meetings (Diary of Council committee/sub-committee meetings and parish meetings) | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Agendas of Full Council meetings | Hardcopy | 10p per A4 sheet |
| | Parish Notice Boards | Free |
| | Website | Free |
| Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting. | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Responses to consultation papers | Hardcopy | 10p per A4 sheet |
| | Website | Free |
| Responses to planning applications | Hardcopy | 10p per A4 sheet |
| | Website (via Planning & Highway Minutes) | Free |
| Bye-laws (The regulation of an open space to control dogs (King George V Field)) | Hardcopy | 10p per A4 sheet |

| Class 5 – Our policies and procedures | | |
|---|------------------|-----------------------|
| Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements | Hardcopy/website | 10p per A4 sheet/free |
| Policies and procedures for the provision of services and about the employment: of staff: (Excluding personal records) Terms & conditions of employment | Hardcopy | 10p per A4 sheet |

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|--|-------------------|-----------------------|
| Job Descriptions | Hardcopy | |
| Internal policies relating to the delivery of services: | | |
| Equality Statement | Hardcopy | |
| Risk Assessments | Hardcopy | |
| Policies and procedures for handling requests for information | Hard copy/website | 10p per A4 sheet/free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Health & Safety Policy Including Display Screen Procedures | Hardcopy | 10p per A4 sheet |
| Records management policies (records retention, destruction and archive) | Hardcopy | 10p per A4 sheet |
| Data protection policies | Hardcopy | 10p per A4 sheet |
| Schedule of charges for the publication of information | Hardcopy | 10p per A4 sheet |
| Information Security Policy | Hardcopy | 10p per A4 sheet |
| Complaints Procedure | Hardcopy | 10p per A4 sheet |

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| Class 6 – Lists and Registers | | |
| Assets Register | Hardcopy | 10p per A4 sheet |
| Disclosure log | Hardcopy | 10p per A4 sheet |
| Register of members' interests | Available by inspection only or Swindon Borough Council website | |
| Register of gifts and hospitality | Available by inspection only | |
| Class 7 – The services we offer | | |
| Allotments: Waiting List, plans | Hardcopy | 10p per A4 sheet |
| Parks, playing fields and recreational facilities | Hardcopy | 10p per A4 sheet |
| Seating, litter bins, dog bins | Hardcopy | 10p per A4 sheet |
| Bus shelters: Locations, Inspection Report | Hardcopy | 10p per A4 sheet |
| Haydon Wick Newsletter (Latest edition only) | Hardcopy Delivered to residents' homes Website | Free whilst stock lasts Free |

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|--|----------|------------------|
| Agency agreements | Hardcopy | 10p per A4 sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees | NONE | |
| Additional Information | | |
| Haydon Wick Community Transport Scheme: Details of regular journeys | Hardcopy | 10p per A4 sheet |
| | Website | Free |

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|---|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost : Copying – 0.53p per copy Paper – 0.4p per sheet |
| | 2 nd Class Postage according to Royal Mail charges | Actual cost 2nd Class Postage according to Royal Mail Charges |
| Retrieval Of Information | Time taken to retrieve requested information | £25 per hour First 18 Hours Free of Charge |

CONTACT DETAILS

Clerk: Georgina Morgan-Denn,
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Version Control

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| HWPC Publication Scheme | Georgina Morgan-Denn, Clerk to Council | Approved by P&F 22.10.19 Minute Ref PF83 Approved by FC 27.10.20 Minute Ref FC123.3B | Reviewed annually |
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