



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 Strategy – Community Led Action Plan 2022-2025	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 Job Descriptions Internal policies relating to the delivery of services:	Hardcopy Hardcopy	10p per A4 sheet

Equality Statement Risk Assessments	Hardcopy Hardcopy	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	10p per A4 sheet/free
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

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
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 Website	10p per A4 sheet 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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