

**Wroughton Parish Council – Freedom of Information  
Information available under the model publication scheme**

Version 1.0

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only		
Who is a Councillor	Published on the Website/ Notice boards/ Wroughton Library  Can be inspected at the Parish Council Office noticeboard	Free
Who sits on Committees	Published on the Notice Boards/ Wroughton Library  Can be inspected at the Parish Council Office noticeboard	Free
Contact details for Parish Clerk  Parish Office address, telephone number, email address	Published on the Website/ Notice boards/ Wroughton Library	Free

Contact details for Councillors Telephone number and email address (if available)	Published on the Website/ Notice boards/ Wroughton Library  Can be inspected at the Parish Council Office noticeboard	Free
Contact details for Ward Councillors	Published on the Website/ Notice boards/ Wroughton Library  Can be inspected at the Parish Council Office noticeboard	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual return form and report by auditor for current and previous Financial Year	Can be inspected at the Parish Council Office by appointment  Published on the Website  Hard Copy available	10p per sheet
Budget for current Financial Year	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per sheet

<p>Precept for current Financial Year</p>	<p>Published on the Website</p> <p>Can be inspected at the Parish Council Office</p> <p>Published on Swindon Borough Council Website.</p> <p>Hard copy available</p>	<p>Free</p> <p>10p per sheet</p>
<p>Financial Regulations</p>	<p>Can be inspected at the Parish Council Office by appointment</p> <p>Published on the Website</p> <p>Hard copy available</p>	<p>10p per sheet</p>
<p>Grants given in current and previous Financial Years</p>	<p>Can be inspected at the Parish Council Office by appointment</p> <p>Hard copy available</p>	<p>10p per sheet</p>
<p>List of current contracts awarded and value of contract for current Financial Year</p>	<p>Can be inspected at the Parish Council Office by appointment</p> <p>Hard copy available</p>	<p>10p per sheet</p>

Members' allowances and expenses	Can be inspected at the Parish Council Office by appointment  Published on the Website  Hard copy available	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Neighbourhood Plan	Wroughton Neighbourhood Plan submitted to Swindon Borough Council  Published on website with supporting documents  More information from Parish Office	
Planning Guidance	Can be inspected at the Parish Council Office by appointment  Published on the Website  Hard copy available	Free

Annual Reports to Annual Parish Meeting	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per sheet
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions		
Timetable of meetings for current year  Council, committees and parish meeting	Published on the Website.  Can be inspected at the Parish Council Office noticeboard  Hard copy available	Free  Free  10p per sheet
Agendas of meetings for current year	Published on the Website/ Notice boards/ Wroughton Library  Hard copy available at meetings	Free  Free

Minutes of meetings – excluding any information that is properly regarded as private to the meeting	<p>Website – last 12 months</p> <p>Parish Office:-  - 2014 to present original signed copies.</p> <p>Can be inspected at the Parish Council Office by appointment</p> <p>Hard copy available</p> <p>Wiltshire Archives  - from 1895 to 2014 original signed copies.</p>	<p>Free</p> <p>10p per sheet</p>
Reports presented to council meetings – excluding any information that is properly regarded as private to the meeting	Can be inspected at the Parish Council Office by appointment	
Responses to consultation papers	<p>Can be inspected at the Parish Council Office by appointment</p> <p>Hard copy available</p>	10p per sheet
Responses to planning applications- see minutes of Planning Committee.	Same as Minutes above	

<p><b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities</p>		
<p>Policies and procedures for the conduct of council business:  Standing Orders Committee and Working Parties Terms of Reference and Delegation Scheme Code of Conduct Policy Document</p>	<p>Can be inspected at the Parish Council Office by appointment  Published on the Website.  Hard copy available</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:  Equality and Diversity policy Health and Safety policy Habitual or Vexatious Complainant Policy Complaints procedures</p>	<p>Can be inspected at the Parish Council Office by appointment  Published on the Website.  Hard copy available</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>Can be inspected at the Parish Council Office by appointment  Hard copy available</p>	<p>10p per copy</p>

Records management policies (records retention, destruction and archive)	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per copy
Data protection policies	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per copy
Schedule of charges (for the publication of information)	See below	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per copy
Register of members' interests	Published on website  Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per copy



Register of gifts and hospitality	Can be inspected at the Parish Council Office by appointment  Hard copy available	10p per copy
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	More information from the Parish Office and website	
Parks, playing fields and recreational facilities	More information from the Parish Office and website	
Seating, litter bins, clocks, memorials and lighting	More information from the Parish Office	
Bus shelters	More information from the Parish Office	
Dog waste bins	More information from the Parish Office	

Newsletter – Annually	Copy sent to all households in parish	Free
	Hard copy available from Parish Office	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	More information from the Parish Office and website	Free
	Hard copy available	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Health and Safety</b> Play Ground inspection records Pavilion safety inspection record	Can be inspected at the Parish Council Office by appointment	
	Hard copy available	10p per sheet

**Contact details:**

Clerk: Jodie Smart  
**Ellendune Community Centre**  
Barrett Way  
Wroughton  
SN4 9LW

Tel: 01793 814735      Email: [clerk@wroughton.gov.uk](mailto:clerk@wroughton.gov.uk)

Office opening hours: Monday - Friday 9.00 to 15.00

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost 10p per A4 sheet to include the cost of paper copying and copy machine rental
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Datasets	Electronic information in the form of a spreadsheet or database (after removal of personal information).	Charge £100 per dataset based on labour of 4 hours to prepare. Subject to the granting of an Open Government Licence to cover copyright (more information available from the Clerk)
Statutory Fee – Clerk’s Time	There is no charge for the requests under the Freedom of Information Act providing that the cost of processing does not	The activities to take into account:  Determining whether the data is held

	<p>exceed the statutory limit of £450. This allows for 18 hours (two and a half days) of time at a rate of £25 per hour.</p> <p>An applicant will be informed by the Clerk if the request will incur a fee and the applicant can modify their request. Further hours will be charged at £25 per hour.</p> <p>The request will be refused if the fee will be in excess of £500.</p> <p>Information will only be provided on receipt of the fee.</p>	<p>Locating and retrieving the data</p> <p>Extracting and editing the data from existing documents</p> <p>Labour charged at £25 per hour</p>
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Document Control Log

Version

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Adopted On

13 May 2019