



WROUGHTON PARISH COUNCIL

Freedom of Information

Issue Date: May 2019

Review Date: May 2025

Version: 1.2

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do 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
Class 2 – What we spend and how we spend it 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
Precept for current Financial Year	Published on the Website Can be inspected at the Parish Council Office Published on Swindon Borough Council Website. Hard copy available	Free 10p per sheet
Financial Regulations	Can be inspected at the Parish Council Office by appointment Published on the Website Hard copy available	10p per sheet
Grants given in current and previous Financial Years	Can be inspected at the Parish Council Office by appointment Hard copy available	10p per sheet
List of current contracts awarded and value of contract for current Financial Year	Can be inspected at the Parish Council Office by appointment Hard copy available	10p per sheet
Members' allowances and expenses	Can be inspected at the Parish Council Office by appointment Published on the Website Hard copy available	10p per sheet
Class 4 – How we make decisions		
Decision making processes and records of decisions		
Timetable of meetings for current year	Published on the Website.	Free
Council, committees and parish meeting	Can be inspected at the Parish Council Office noticeboard Hard copy available	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	Website – last 12 months Parish Office:- - 2014 to present original signed copies. Can be inspected at the Parish Council Office by appointment Hard copy available Wiltshire Archives - from 1895 to 2014 original signed copies.	Free 10p per sheet
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	Can be inspected at the Parish Council Office by appointment Hard copy available	10p per sheet
Responses to planning applications- see minutes of Planning Committee.	Same as Minutes above	
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
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	Can be inspected at the Parish Council Office by appointment Published on the Website. Hard copy available	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Can be inspected at the Parish Council Office by appointment	

Equality and Diversity policy Health and Safety policy Habitual or Vexatious Complainant Policy Complaints procedures	Published on the Website. Hard copy available	10p per sheet
Information security policy	Can be inspected at the Parish Council Office by appointment Hard copy available	10p per copy
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
Class 6 – Lists and Registers		
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
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public	(hard copy or website; some information may only be available by inspection)	

Current information only		
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 Hard copy available from Parish Office	Free 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 Hard copy available	Free 10p per sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Health and Safety	Can be inspected at the Parish Council Office by appointment	
Play Ground inspection records Pavilion safety inspection record	Hard copy available	10p per sheet

Contact details

Clerk: Emma Freemantle
Ellendune Community Centre
Barrett Way
Wroughton
SN4 9LW

Tel: 01793 814735

Email: 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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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 nd 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 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.	The activities to take into account: Determining whether the data is held Locating and retrieving the data

	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. The request will be refused if the fee will be in excess of £500. Information will only be provided on receipt of the fee.	Extracting and editing the data from existing documents Labour charged at £25 per hour
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Policy Review

Register of review and amendments

Date	Description	Page Number	Committee
May 2019	Issue	All	FC
May 2021	Clerks information (V1.2)	7	FC
May 2022	Review	All	FC