

**INFORMATION AVAILABLE FROM HAYDON WICK PARISH COUNCIL UNDER THE MODEL FREEDOM OF INFORMATION PUBLICATION SCHEME 2009: Version 1.1**

Information Available	How to obtain the information	Cost
<b>Class1 - Who we are and what we do</b>		
List of Council Members and Council Committees	Hardcopy Website	10p per A4 sheet Free
Contact details for Parish Clerks and individual Councillors via Council Office	Hardcopy Website	10p per A4 sheet Free
Contact details for individual Councillors	Hardcopy	10p per A4 sheet
Location of main Council office and accessibility details. Map available.	Hardcopy Website	10p per A4 sheet Free
Staffing structure: Council Employees and Contractors	Hardcopy Website	10p per A4 sheet Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hardcopy	10p per A4 sheet
Finalised budget	Hardcopy Website	10p per A4 sheet Free
Precept	Hardcopy Website	10p per A4 sheet Free
Financial Standing Orders and Regulations	Hardcopy Website	10p per A4 sheet 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
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting	Hardcopy Website	£2 Free
Quality Status	N/A	
Local charters drawn up in accordance with DCLG guidelines Swindon Borough/Parish Charter	Hardcopy	10p per A4 sheet

<b>Class 4 – How we make decisions</b>		
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
	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	Free
Bye-laws (The regulation of an open pace to control dogs (King George V Field))	Hardcopy	10p per A4 sheet

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hardcopy	10p per A4 sheet
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: Equality Statement Risk Assessments  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy Hardcopy  Hardcopy 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

<b>Class 6 – Lists and Registers</b>		
Assets Register	Hardcopy	10p per A4 sheet
Register of members' interests	Available by inspection only	
Register of gifts and hospitality	Available by inspection only	
<b>Class 7 – The services we offer</b>		
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	Free whilst stock lasts
	Website	Free
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees	N/A	
<b>Additional Information</b>		
Haydon Wick Community Transport Scheme: Details of regular journeys	Hardcopy	10p per A4 sheet
	Website	Free

#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost : Copying – 0.53p per copy Paper – 0.4p per sheet
	2 <sup>nd</sup> 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**

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