

# SWINDON PARISH COUNCIL

## Information available from Swindon Parish Council under the model publication scheme<sup>1</sup>

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy or website)	
Who's who on the Council and its Committees	<p><a href="#">Contact details for the councillors and clerk</a> are available on the web site, in the Village News and on the noticeboards.</p> <p>The council has no committees.</p>	Free  -
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p><a href="#">Contact details for the councillors and clerk</a> are available on the web site, in the Village News and on the noticeboards.</p>	Free
Location of main Council office and accessibility details	The council does not have an office. Council meetings are held in the Village Hall which has disabled access.	-

<sup>1</sup> "Model Publication Scheme" version 1.0 published by the Information Commissioner's Office April 2008

## SWINDON PARISH COUNCIL

Staffing structure	The clerk is the only employee of the council.	-
<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)	(hard copy or website)	
This will be current information only		
Projected and actual income and expenditure (published quarterly)	<a href="#">Available on the web site.</a>	Free
Annual return form and report by auditor	<a href="#">Available on the web site.</a>	Free
Finalised budget	<a href="#">Available on the web site.</a>	Free
Precept	See finalised budget.	Free
Loan repayment notice	<a href="#">Available on the web site.</a>	Free
Standing Orders and Financial Regulations	<a href="#">Available on the web site.</a>	Free
Grants given and received	None.	-
List of current contracts awarded and value of contract	Contact the clerk.	15p per page
Members' allowances and expenses	None.	-
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Currently none. Plans will be made available on the web site.	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	<a href="#">Available on the web site.</a>	Free
Quality status	<a href="#">Certificate available on the web site.</a>	Free

## SWINDON PARISH COUNCIL

Plan for achieving Local Council Award scheme	Will be available on the web site once approved.	Free
Gloucestershire County Council chartered parishes agreement	<a href="#">Charter available on the web site.</a>	Free
Cheltenham Borough Council C5 parishes agreement	<a href="#">Charter available on the web site.</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or web site)	
Current and previous council year as a minimum		
Timetable of council and parish meetings	<a href="#">Available on the web site.</a>	Free
Agendas of meetings	<a href="#">Available on the web site.</a>	Free
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting).	<a href="#">Available on the web site.</a>	Free
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	<a href="#">Available on the web site.</a>	Free
Responses to consultation papers	Contact the clerk.	15p per page
Responses to planning applications	Available on Cheltenham Borough Council web site.	Free
Bye-laws	None.	-

## SWINDON PARISH COUNCIL

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Financial Regulations</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p><a href="#">Available on the web site.</a></p> <p><a href="#">Available on the web site.</a></p> <p>Not applicable.</p> <p><a href="#">Available on the web site.</a></p> <p>Currently nothing in this category.</p>	<p>Free</p> <p>Free</p> <p>-</p> <p>Free</p> <p>-</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> </ul>	<p>Currently nothing in this category.</p> <p>Currently nothing in this category.</p> <p>Currently nothing in this category.</p>	<p>-</p> <p>-</p> <p>-</p>

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<ul style="list-style-type: none"> <li>• Recruitment policies (including current vacancies)</li> </ul>	Currently nothing in this category.	-
<ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li> </ul>	This document.	Free
<ul style="list-style-type: none"> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Currently nothing in this category.	-
Information security policy	Currently nothing in this category.	-
Records management policies (records retention, destruction and archive)	Currently nothing in this category.	-
Data protection policies	Currently nothing in this category.	-
Schedule of charges (for the publication of information)	This document.	Free
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the clerk if information is not on web site.	15p per page
Assets Register	Currently nothing in this category.	-
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Currently nothing in this category.	-
Register of members' interests	Contact clerk.	Inspection only
Register of gifts and hospitality	Currently nothing in this category.	-

## SWINDON PARISH COUNCIL

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Full details (including renting plots and a copy of the Tenancy Agreement) are <a href="#">available on the web site</a> .	Free
Village hall	The Parish Council is the custodian trustee only; direct all enquiries to the Village Hall management committee.	-
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

# SWINDON PARISH COUNCIL

## **Contact details:**

Shaun Cullimore (Clerk to Swindon Parish Council)  
"Morris Hill Crossing"  
Swindon Lane  
Cheltenham  
Glos GL50 4PE

Email [parish.clerk@swindonparish.org.uk](mailto:parish.clerk@swindonparish.org.uk)

Telephone 07833 089435

## 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>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

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\* the actual cost incurred by the public authority