Nythe, Eldene & Liden Parish Council – Freedom of Information
Information available under the model publication scheme

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 Notice boards/ Libraries in the parish Can be inspected at the Parish Council Office	Free
Who sits on Committees	Published on the Notice Boards/ Libraries in parish Can be inspected at the Parish Council Office	Free
Contact details for Parish Clerk Parish Office address, telephone number, email address	Published on the Notice boards/ Libraries in the parish	Free

Contact details for Councillors Telephone number and email address (if available)	Published on the Notice boards/ Libraries in the parish Can be inspected at the Parish Council Office	Free
Contact details for Ward Councillors	Published on the Notice boards/ Libraries in the parish Can be inspected at the Parish Council Office	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 (none available but will be from 2017/18 financial year)	Can be inspected at the Parish Council Office by appointment 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		
	Can be inspected at the Parish Council Office	
	Hard copy available	10p per sheet
Financial Regulations	Can be inspected at the Parish Council Office by appointment	
	Hard copy available	10p per sheet
Grants given in current and previous Financial Years (only current year)	Can be inspected at the Parish Council Office by appointment	10p per sheet
	Hard copy available	
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	
	Hard copy available	10p per sheet

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Neighbourhood Plan (not available at this time)		
Planning Guidance (not available at this stage)		
Annual Reports to Annual Parish Meeting (not available at tis stage)		

Class 4 – How we make decisions Decision making processes and records of decisions		
Timetable of meetings for current year Council, committees and parish meeting	Can be inspected at the Parish Council Office Hard copy available	Free 10p per sheet
Agendas of meetings for current year	Published on the Facebook/ Notice boards/ Libraries in the parish Hard copy available at meetings	Free Free
Minutes of meetings – excluding any information that is properly regarded as private to the meeting	Facebook Parish Office:- Can be inspected at the Parish Council Office by appointment Hard copy available	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	
	Hard copy available	10p per sheet
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 Hard copy available	10p per sheet
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	Can be inspected at the Parish Council Office by appointment 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	
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 Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments		
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	
StreetSmart Services	More information from the Parish Office	
Dog waste bins	More information from the Parish Office	

Newsletter - Quarterly	Copy sent to all households in parish 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 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 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 : Emma Hill

Liden Library
Barrington Close
Liden
Swindon

Tel: 07307 892281   *Email: **clerk@nytheeldeneliden-pc.gov.uk***

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 2nd 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. 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.	The activities to take into account: Determining whether the data is held Locating and retrieving the data Extracting and editing the data from existing documents Labour charged at £25 per hour