



Information available from Swallowcliffe Parish/Community Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website: <a href="http://www.southwilts.com/site/Swallowcliffe-Parish-Council-News">http://www.southwilts.com/site/Swallowcliffe-Parish-Council-News</a></p> <p>Hardcopy: On application to the Parish Clerk.</p> <p>Notice Boards: There are notice boards carrying up to date Parish Information in the Village Hall, adjacent to the Royal Oak and in Rookery Lane</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website and Hard Copy</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk to the Swallowcliffe Parish Council:</p>	

	Mr Chris Johnson 863 New Buildings Enford Pewsey SN9 6AY Tel: 01980 671007 Email: <a href="mailto:Swallowcliffepc1@gmail.com">Swallowcliffepc1@gmail.com</a>	
Location of main Council office and accessibility details	None	
Staffing structure	Part time Parish Clerk	
<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) which includes Members' allowances and expenses  Current and previous financial year as a minimum	Hard Copy and Website	
Annual return form and report by auditor	Hard Copy	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	See Procedures Below	
Grants given and received	Not Applicable	
List of current contracts awarded and value of contract	Not Applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Hard Copy and Website	
Parish Plan (current and previous year as a minimum)	Website	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Website	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard Copy and Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy and Website	
Agendas of meetings (as above)	Hard Copy and Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	None	
Responses to consultation papers (link to Wiltshire Online Planning Applications are available on the website)	Hard Copy and Website	
Responses to planning applications	Hard Copy and Website	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy and Website	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference	Hard Copy	

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(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)		
Assets register	None	
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)	None	
Register of members' interests	Not Applicable	
Register of gifts and hospitality	Not Applicable	
<b>Class 7 – The services we offer</b>	(hard copy or website; some	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	information may only be available by inspection)	
Current information only		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Hard Copy and Website	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Not Applicable	
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Clerk to Swallowcliffe Parish Council

Mr Chris Johnson  
 863 New Buildings  
 Enford  
 Pewsey  
 SN9 6AY  
 Tel: 01980 671007  
 Email: [Swallowcliffepc1@gmail.com](mailto:Swallowcliffepc1@gmail.com)

**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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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>		

\* the actual cost incurred by the public authority