



West Swindon Parish Council

**Freedom of Information
Scheme
2025**

Adopted May 2024

Freedom of Information Scheme

West Swindon Parish Council serves the residents of West Swindon.

Anyone can ask the Parish Council for information at any time and normally this can be done quickly and simply by telephone or e-mail. More formal requests for the provision of information under the Freedom of Information Act 2000 should be made in writing by letter or e-mail. The request should be made to the Parish Clerk and must include details of the applicant's address and the information sought. The applicant has the right:

- To be told whether the information requested is held by the Parish Council.
- To receive the information as a copy or summary, unless the information is of a confidential or sensitive nature or its disclosure is otherwise deemed to be not in the public interest or prohibited by law.

The Parish Council will respond within 20 working days of a request, subject to any requisite fee being paid before the disclosure of the information.

1. Charges

- (a) The availability of information regarding West Swindon Parish Council is set out in the table *Publication Scheme* below. Where information is listed as being available on the website, it is publicly available and may be downloaded free of charge. If you cannot see it on the website, please contact the Parish Office who will aim to either direct you or email you a copy.
- (b) Hard copies to view will be available at the West Swindon Parish Council office. If you require your own copy it may be subject to a small charge to cover the costs of production and printing as set out in the table at the end of this document.

2. Under the Freedom of Information Act 2000:

West Swindon Parish Council commits to

- a) To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- b) To specify the information which is held by the authority and falls within the classifications below.
- c) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- d) To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- e) To review and update on a regular basis the information the authority makes available under this scheme.
- f) To produce a schedule of any fees charged for access to information which is made proactively available.
- g) To make this publication scheme available to the public.
- h) To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

3. Who we are and what we do

West Swindon Parish Council covers the parish of West Swindon. Details of the services provided by the Council and the area it serves are available on the Council's website www.westswindon-pc.gov.uk.

4. What we spend and how we spend it

The public have a legal right to inspect, ask questions and challenge items in the Council's accounts. For information about how to do this please contact the West Swindon Parish Council or review the Guide produced by the National Audit Office:

<https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf>

5. Key documents and policies:

There are a number of key documents which set out the rules, policies and procedures for the West Swindon Parish. These include Standing Orders, Financial Regulations, Equalities Policy, Health and Safety Policy and Complaints Procedure. These are available on the website under Policies.

6. Lists and registers

The Council holds an asset register relating to the assets of the West Swindon Parish. The only land asset currently is Blagrove Allotments.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the West Swindon Parish Office. An appointment to view the information will be arranged within 10 working days.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as: photocopying
postage and packaging the costs directly incurred as a result of viewing information

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If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Additional Information

Information will be available unless the West Swindon Parish Council:

- 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.

WEST SWINDON PARISH PUBLICATION SCHEME

Additional Information Available	How the information can be obtained	Cost
1 - Who we are and what we do	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
The West Swindon Parish Councillors	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Who's who on any committees:		
Contact details		
Staff arrangements, structure, job descriptions		

2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure and financial audit reports. Current and previous financial year as a minimum (available for West Swindon Parish from April 2017).	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Precept	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Annual Return Form		
Auditor's annual report		
3 – What our priorities are and how we are doing Strategies and plans, audits, inspections and reviews As a new parish council, these will evolve over the year.	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
4 – How we make decisions Decision making processes and records of decisions as set out in the Standing Orders and Financial regulations.	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Agendas of meetings (Parish Meeting and Committee Meetings)	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.		

5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Policies and procedures for the conduct of business by the Parish Meeting: Standing orders Financial regulations Health and Safety Policy Equalities Policy Complaints Procedure	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Schedule of charges (for publication of information)	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
6 – Lists and Registers Currently maintained lists and registers only – Assets Register	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Details of services provided by the Parish Meeting	hard copy, website or arrangements to view in the office	Personal hard copy £0.10 Per sheet
Services for which the parish is entitled to recover a fee, together with those fees	Allotments Further information available.	Personal hard copy £0.10 Per sheet

West Swindon Parish Council Contact details:

West Swindon Parish Council
Unit 25 Westmead Ind Estate
Bridgemoor Close
Swindon
SN5 7YT

WWW.WESTSWINDON-PC.GOV.UK

01793 299399

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost for paper, printing and staff time*
	Photocopying @ 0.10p per sheet (colour)	Actual cost for paper, printing and staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)