



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME
Adopted 13th May 2026

The Transparency Code for Smaller Authorities was issued in December 2014 by the Secretary of State for Communities and Local Government. It recommends practice as to the publication of information by local authorities about the way they operate. This Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the Freedom of Information Act 2000.

The Code applies to a small range of public bodies including Parish Councils with an annual turnover not exceeding £25,000, defined as ‘smaller authorities’. This includes Stanton Fitzwarren Parish Council, and we are complying with it.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Current information only)		
Who’s who on the Council	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet

Our website stantonfitzwarren-pc.gov.uk

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Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
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 (Current and previous financial year)		
Annual return form and report by auditor	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Finalised budget	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Precept (This appears in our finalised budget)	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Borrowing Approval letter (if applicable)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Financial Standing Orders and Regulations	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Grants given and received (if applicable)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
List of current contracts awarded and value of contract	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Members’ allowances and expenses	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Class 3 – What our priorities are and how we are doing		
Annual Governance and Accountability Return	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p a Sheet

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Annual report to parish (Current and previous (This appears in our annual March minutes Part 2)	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Solar Farm engagement and grant once funding available	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous Council year)		
Timetable of Council meetings	Noticeboard/website mail copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Agendas of meetings	Noticeboard/ Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Minutes of meetings	Noticeboard/Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Reports presented to Council meetings - this will exclude information that is properly regarded as private to the meeting.	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet
Responses to consultation papers	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Parish Council responses to planning applications (available on Swindon Borough Council website)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Byelaws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies, and procedures for delivering our services and responsibilities. (Current information only)		

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<p><u>Policies and procedures for the conduct of Council business:</u> Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free Free 15p Sheet</p>
<p><u>Policies and procedures for the provision of services and about the employment of staff:</u> Policies and procedures for handling requests for information-please refer to our Freedom of Information policy Complaints procedures including request for information and operating the publication scheme -please refer to our Standing Orders policy</p>	<p>Website Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free Free 15p Sheet</p>
<p>Information security policy</p>	<p>Website Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free Free 15p Sheet</p>
<p>Records management policy inc records retention, destruction, and archive-please refer to our IT policy</p>	<p>Website Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free Free 15p Sheet</p>
<p>Data protection policy</p>	<p>Website Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free Free 15p Sheet</p>
<p>Schedule of charges for the publication of information</p>	<p>Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free 15p Sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (Some information may only be available by inspection)</p>		
<p>Assets Register</p>	<p>Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free 15p Sheet</p>
<p>Disclosure log (indicating information provided in response to requests)</p>	<p>Email copy – Contact Clerk Hard copy – Contact Clerk</p>	<p>Free 15p Sheet</p>
<p>Register of members’ interests</p>	<p>Swindon Borough Council Website</p>	<p>Inspection only</p>

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Register of gifts and hospitality	Swindon Borough Council Website	Inspection only
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only. Some information may only be available by inspection)		
Playground (Inspection reports)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 15p Sheet
Grass cutting and maintenance of verges, village green and playpark	Hard copy – Contact Clerk	15p Sheet
Litter bins	Hard copy – Contact Clerk	15p Sheet
Tree management	Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free 15p Sheet

Contact details:

Tel: 07989 500 146

Email: clerk@stantonfitzwarren-pc.gov.uk

Address available upon application via telephone or email.

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 @ 15p per sheet (black & white)	The actual cost incurred by the public authority.
	Photocopying @ 25p per sheet (colour)	The actual cost incurred by the public authority.

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	

This policy will be reviewed at last every three years, or earlier if there is a change in legislation.