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[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

## Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

### PUBLICATION SCHEME

Information Available	How to obtain the information	Cost
<b>Class 1 – Who we are and what we do</b>		
List of Council Members and Council Committees	Hardcopy Website	10p per A4 Sheet Free
Contact details for Parish Clerks: Council Office address and contact details. All contact to individual Councillors via Council Office	Hardcopy Website	10p per A4 Sheet Free
Location of main Council Office and accessibility details. Map available.	Hardcopy Website	10p per A4 Sheet Free
Staffing Structure: Council Employees and Contractors	Hardcopy Website	10p per A4 Sheet Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hardcopy	10p per A4 Sheet
Precept	Hardcopy	10p per A4 Sheet
	Website	Free
Financial Standing Orders and Regulations	Hardcopy	10p per A4 Sheet
	Website	Free

Grants given and received	Hardcopy	10p per A4 Sheet
List of current contracts awarded and value of contract	Hardcopy	10p per A4 Sheet
Members' allowances and expenses	Hardcopy	10p per A4 Sheet

<b>Class 3 – How we make decisions</b>		
Schedule of Meetings (Diary of Council Committees/Sub-Committee Meetings and Parish Meetings)	Hardcopy	10p per A4 Sheet
	Website	Free
Agendas of Full Council Meetings	Hardcopy	10p per A4 Sheet
	Parish Notice Boards	Free
	Website	Free
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Hardcopy	10p per A4 Sheet
	Website	Free
Reports presented to Council Meetings – NB this will exclude information that is properly regarded as private to the meeting	Hardcopy	10p per A4 Sheet
	Website	Free
Responses to Consultation Papers	Hardcopy	10p per A4 Sheet
	Website	Free
Responses to Planning Applications	Hardcopy	10p per A4 Sheet
	Website (via Planning & Highway Minutes)	Free
<b>Class 4 – Our Policies and Procedures</b>		
Policies and Procedures for the conduct of the council business: Procedural Standing Orders Code of Conduct Policy Statements	Hardcopy/Website	10p per A4 Sheet
Policies and Procedures for the provision of services and about the employment: Office Staff: (Excluding personal records) Terms & Conditions of employment	Hardcopy	10p per A4 Sheet
Policies and Procedures for handling requests for information: Complaints Procedure (including those covering requests for information and operating the publication scheme)	Hardcopy/Website	10p per A4 Sheet

Health & Safety Policy Including Display Screen Procedures	Hardcopy	10p per A4 Sheet
Records Management Policies (record retention, destruction and archive)	Hardcopy	10p per A4 Sheet
Data Protection Policies	Hardcopy	10p per A4 Sheet
Information Security Policy	Hardcopy	10p per A4 Sheet
Complaints Procedure	Hardcopy	10p per A4 Sheet

<b>Class 5 – Lists and Registers</b>		
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Asset Register	Hardcopy	10p per A4 Sheet
Disclosure Log	Hardcopy	10p per A4 Sheet
Register of Members' Interests	Available by inspection only or Swindon Borough Council website	
Register of gifts and hospitality	Available by inspection only	

<b>Class 6 – The Services we offer</b>		
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Allotments: Waiting List, plans	Hardcopy	10p per A4 Sheet
Parks, playing fields and recreational facilities	Hardcopy	10p per A4 Sheet
Seating, litter bins, dog bins	Hardcopy	10p per A4 Sheet