

## Information available from Heytesbury, Imber & Knook Parish Council under model publication scheme

Information to be published	How the information can be obtained (hard copy and/or website) <a href="http://www.heytesburyparish.co.uk">www.heytesburyparish.co.uk</a>	Cost
<b>CLASS 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website  Hard copy – contact Clerk	Free  10p per sheet
Who's who on the Council and its Committees	Website  Hard copy – contact Clerk	Free  10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website  Hard copy – contact Clerk	Free  10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	One Clerk – note on website	Free
<b>CLASS 2 – What we spend and how we spend it</b> (Financial information relating to project and actual income and expenditure, procurement, contacts and financial audit)		
Current and previous financial year as a minimum	Minutes on Website  Minutes hard copy – contact Clerk	Free  10p per sheet

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Annual return form and report by auditor	Hard copy – contact Clerk	40p
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Minutes – Website Hard copy - contact Clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Minutes – Website Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Minutes – Website Hard copy – contact Clerk	10p per sheet
<b>CLASS 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes – Website Hard copy – contact Clerk	10p per sheet
Quality status	N/A	

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Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>CLASS 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum year as a minimum)	Minutes – Website Hardcopy – contact Clerk	10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Last Tuesday of every month except December; January and May in election years	
Agendas of meetings (as above)	Website and Noticeboard	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	10p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	10p per sheet
Responses to consultation papers	Website Hard copy – contact Clerk	10p per sheet
Responses to planning applications	Website Hard copy – contact Clerk	10p per sheet
Bye-laws	Website Hard copy – contact Clerk	10p per sheet

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<p><b>CLASS 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Minutes	
<p>Policies and procedures for the conduct of council business :</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy N/A N/A Hard Copy/Government Website N/A</p>	<p>10p per sheet  10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff :</p> <p>Internal 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</p>	<p>N/A N/A Risk Assessment : hard copy N/A Model Publication Scheme website Hard copy</p>	<p>10p per sheet  Free 10p per sheet</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>	N/A	
<p>Records management policies (records retention, destruction and archive)</p>	N/A	

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Date protection policies	N/A	
Schedule of charges (for the publication of information)	Website	
<b>CLASS 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hardcopy 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)	N/A	
Assets register	Hard Copy	
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)	N/A	
Register of members' interests	N/A	
Register of gifts and hospitality	N/A	
<b>CLASS 7 – The services we offer</b> (information about the serves we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hardcopy or website; some information may only be available by inspection )	
Allotments	N/A	

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Burial grounds and closed churchyards	N/A	
Community centres and village halls	Minutes – Website	
Parks, playing fields and recreational facilities	Minutes – Website	
Seating, litter bins, clocks, memorials and lighting	Minutes – Website	
Bus Shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact Details** : Mrs J L Kirkby (Clerk), Heytesbury, Imber & Knook Parish Council,

Website

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying @ 10p per sheet (black and white)	Actual cost
	Photocopying colour – negotiable	
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		