

Information available from Heytesbury, Imber and Knook Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts (current information only)		
List of council members and their responsibilities as well a list of council committees Details of any representation on local public bodies	Hard copy/website	Free
Postal and email address Contact details for Parish Clerk and council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy/website	Free
Location of main council office and accessibility details	Hard copy/website	Free

Staffing structure	N/A Parish Clerk is the only employee	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year as a minimum)		
Statement of accounts and internal audit report in the format included in the annual return form	Hard copy/website	Free
Finalised budget	Hard copy/website	Free
Precept	Hard copy/website	Free
Borrowing approval letter	N/A	
All items of expenditure above £100	Hard copy/website	Free
Financial Regulations	Hard copy/website	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews (current and previous year as a minimum)		

Annual governance statement in format included in the annual return form	Hard copy/website	Free
Parish plan	N/A	
Annual report to parish meeting	Hard copy/website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Risk assessment Hard copy/website	Free
Class 4 – How we make decisions Decision making processes and records of decisions (current and previous council year as a minimum)	The record of all decisions made is contained in council minutes	
Timetable of council, committee/sub-committee and parish meetings	Hard copy/website	Free
Agendas of meetings	Hard copy/website	Free
Minutes of meetings (this will exclude information that is properly considered as private to the meeting)	Hard copy/website	Free
Reports presented to council meetings (this will exclude information that is properly considered as private to the meeting)	Hard copy/website	Free
Responses to consultation papers	Contained in council minutes Hard copy/website	Free
Responses to planning applications	Contained in council minutes Hard copy/website	Free

Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)		
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Hard copy/website	Free
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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	Free

Records management, personal data and access to information policies (including information security policies, records retention, destruction and archive policies, and data protection)	Hard copy/website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	NB Some information may only be available by inspection.	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	
Assets register, including details of public land and building assets	Hard copy/website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy/website	Free
Register of members' interests	Wiltshire Council website	Free
Register of gifts and hospitality	Wiltshire Council website	Free
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)	NB Some information may only be available by inspection	
Allotments	Not managed by parish council	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy/website	Free

Seating, litter bins, clocks, memorials and lighting	Hard copy/website	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information If you do not see what you are looking for on the list, please contact the Parish Clerk. Hard copies can be obtained from the Parish Clerk. Tel: Email: clerk@heytesburyparish.co.uk		

Schedule of charge

Hard copies are free unless a large number of hard copies are requested.
 Costs can be discussed on request.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

Reviewed: 25th November 2025