

Heywood Parish Council

Information available under the model publication scheme

In accordance with ICO Model Publication Scheme 2013

Heywood Parish Council will make the information shown in this definition document available unless:

- 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 Heywood Parish Council, or on its behalf. Heywood Parish Council will 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- the information is archived, out of date or otherwise inaccessible; or,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.

Information is available via the website www.heywoodparishcouncil.co.uk ; if applicable a link to an alternative source of information will be provided.

Information available	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only.	Website	
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office	n/a	
Staffing structure	Website	
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, previous years by request	Website	
Annual return form and report by auditor	Website	
Finalised budget – current year only	Website	
Precept	Website	
Financial Regulations	Website	
Grants given and received	Website	

<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews -</p> <p>Current and previous year as a minimum</p>	Website	
<p>Annual Report to Parish Meeting current and previous year as a minimum</p>	Website	
<p>Class 4 – How we make decisions Decision making processes and records of decisions</p> <p>Current and previous council year; previous years by request</p>	Website	
<p>Timetable of Council and Parish meetings</p>	Website	
<p>Agendas of meetings (as above)</p>	Website	
<p>Minutes of meetings (as above) NB this will <i>exclude</i> information that is properly regarded as private to the meeting.</p>	Website	
<p>Reports presented to council meetings NB this will <i>exclude</i> information that is properly regarded as private to the meeting.</p>	Website	
<p>Responses to consultation papers</p>	Website	
<p>Responses to planning applications</p>	Website	
<p>Bye-laws</p>	Website	
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	Website	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	Website	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policy	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	
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)	Website	
Register of members' interests	Website	
Register of gifts and hospitality	Website	
Class 7 – The services we offer		
Information about the services we offer, including leaflets and guidance for the public and businesses	Website	
Current information only		
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Services for which the council is entitled to recover a fee, together with those fees		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Any item not listed above may be requested but may not be available		

CONTACT DETAILS:

Parish Clerk:

Mrs A Bizeray
10 Sarum Gardens
Westbury
Wiltshire BA13 3AJ

Tel: 01373 302953
Email: heywoodpc@hotmail.co.uk

SCHEDULE OF CHARGES

After a request has been received, an invoice for charges will be issued, which must be paid before the response can be sent.

Please make cheques payable to Heywood Parish Council and send to the Parish Clerk at the above address, within 14 days of receipt of invoice.

TYPE OF CHARGE	DESCRIPTION
Disbursement costs	Photocopying/printing @ 25p per sheet (black & white)
	Photocopying/printing @ 35p per sheet (colour)
	Packaging @ £1 per package
	Postage – Royal Mail 2 nd class
Statutory Fee	In accordance with the relevant legislation
Other	

This Scheme was adopted by Heywood Parish Council at its meeting on 14 May 2018, minute 11.2.