

FREEDOM OF INFORMATION PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information: (see “Information Available” schedule below)

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is

impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

For a detailed summary of the rights of individuals in relation to the accounts of local councils please see the Audit Commission's publication - Councils Accounts Your Rights.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

HEDDINGTON PARISH COUNCIL

Information available from the Council under the model publication scheme as at July 2026.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Notice Board
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Hard copy from Clerk
Precept	Hard copy from Clerk
Financial Standing Orders and Regulations	Website
List of current contracts awarded and value of contract	Hard copy from Clerk
Class 3 – What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum)	None prepared
Class 4 – How we make decisions	
Timetable of meetings	Website
Agendas of meeting	Website/ Notice Board
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting	Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	Website
Responses to consultation papers and planning applications - nb this will exclude information that is properly regarded as private to the meeting	Hard copy from Clerk
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business	Website Hard copy from Clerk
Statement Policies and procedures for handling requests for information	Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website
Data protection policies	Website
Schedule of charges (for the publication of information) – as part of FOI Policy	Website
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Assets Register	Website
Register of members' interests	Wiltshire Council Website

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

Clerk to the Parish Council, Downs View, Stockley Road, Heddington, Wiltshire, SN11 0PS
 clerk@heddington-pc.gov.uk
 www.heddington-pc.gov.uk
 T: 01380 850985

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/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the public authority