



Publication Scheme

Information available from Hemsworth Town Council under the Freedom of Information Act model publication scheme.

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do Current information only		
List of council members and their responsibilities as well a list of council committees	Website Hard copy: contact town clerk	Free
Postal and email address Contact details for town clerk and council members	Website Hard copy: contact town clerk	Free
Location of main council office and accessibility details	Website Hard copy: contact town clerk	Free
Staffing structure	Website Hard copy: contact town clerk	Free
Class 2 – What we spend and how we spend it Current and previous financial year as a		

minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy: contact town clerk	Annual return: 60p Other: free
Finalised budget	Website Hard copy: contact town clerk	Free
Precept	Website Hard copy: contact town clerk	Free
Borrowing Approval letter	Hard copy: contact town clerk	Free
All items of expenditure above £100 (including grants awarded)	Website Hard copy: contact town clerk	Free
Financial regulations and standing orders	Website Hard copy: contact town clerk	Free
Grants received	Hard copy: contact town clerk	Free
List of current contracts awarded and value of contract	Hard copy: contact town clerk	Free
Members' allowances and expenses	Hard copy: contact town clerk	Free
Class 3 – What our priorities are and how we are doing Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy: contact town clerk	Annual return: 60p
Local Council Award Scheme	Hard copy: contact town clerk	Free
Class 4 – How we make decisions		

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy: contact town clerk	Free
Agendas of meetings	Website Hard copy: contact town clerk	Free
Minutes of meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy: contact town clerk	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy: contact town clerk	Free
Responses to consultation papers	Website (minutes) Hard copy: contact town clerk	Free
Responses to planning applications	Website (minutes) Hard copy: contact town clerk	Free
Bye-laws	Hard copy: contact town clerk	Free
Class 5 – Our policies and procedures 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	Website Hard copy: contact town clerk	Free
Policies and procedures for the provision of	Website	Free

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: contact town clerk	
Records management, personal data and access to information policies Includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard copy: contact town clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy: contact town clerk	Free
Assets register, including details of public land and building assets	Website Hard copy: contact town clerk	Free
Register of members' interests	Website Hard copy: contact town clerk	Free
Register of gifts and hospitality	Hard copy: contact town clerk	Free
Class 7 – The services we offer Current information only		

Allotments	Website Hard copy: contact town clerk	Free
Community centres and village halls	Website Hard copy: contact town clerk	Free
Parks, playing fields and recreational facilities	Website Hard copy: contact town clerk	Free
Additional Information Information not itemised in the lists above		
Events (brass band concerts, bonfire night, seaside event, Christmas lights switch on, garden scheme, birth celebrations for senior citizens)	Website Hard copy: contact town clerk	Free

Schedule of charges

Unless unreasonably excessive, and other than the annual return, there are no charges.

Contact details

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