



Information available from Horsforth Town Council under the Freedom of Information Act
Model Publication Scheme 2009

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		
Who's who in the Council and its Committees	<ul style="list-style-type: none"> • Hard copy sent by post or collected from the Council office • Council website www.horsforthtowncouncil.gov.uk 	10p per page plus postage
Contact details for Town Clerk and Council members Staffing structure	<ul style="list-style-type: none"> • Horsforth Matters delivered four times yearly to every household in Horsforth. • Horsforth Directory produced biannually and delivered to every household in Horsforth. • List sent by post. • Collected from the Council office. • Council website: www.horsforthtowncouncil.gov.uk 	10p per page plus postage
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)		
Annual Return Form and Report by Auditor Finalised Budget Financial Standing Orders and Regulations Grants Given and Received List of Current Contracts Awarded and Value of Contact	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office 	10p per page plus postage

Members' Allowances and Expenses		
Class 3 - What the Council priorities are and how they are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town Meeting	<ul style="list-style-type: none"> • Attend Annual Town Meeting • Hard copy sent by post • Collected from the Council office • Council website www.horsforthtowncouncil.gov.uk	10p per page plus postage
Local Charters drawn up in accordance with DCLG guidelines	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office • Council website 	10p per page plus postage
Class 4 - How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	<ul style="list-style-type: none"> • Displayed in the Town Council notice board outside the library • Hard copy sent by post • Collected from the Council office • Council website www.horsforthtowncouncil.gov.uk	10p per page plus postage
Agendas of meetings Minutes of meetings – <i>this will exclude information that is properly regarded as private to the meeting</i> Reports presented to Council meetings – <i>this will exclude information that is properly regarded as private to the meeting</i>	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office • Council website www.horsforthtowncouncil.gov.uk	10p per page plus postage
Responses to planning applications	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office • Leeds City Council website www.leeds.gov.uk/publicaccess <ul style="list-style-type: none"> • Horsforth Town Council website www.horsforthtowncouncil.gov.uk	10p per page plus postage
Bye-Laws	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office 	10p per page plus postage
Class 5 - Our policies and procedures		
Procedural Standing Orders Committee and sub-committee terms of reference	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office 	10p per page plus postage

Delegated authority in respect of officers Code of Conduct Policy Statements		
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Data protection policies	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office 	10p per page plus postage
Schedule of charges for the publication of information	<ul style="list-style-type: none"> • Hard copy sent by post • Collected from the Council office 	10p per page plus postage
Class 6 - Lists of Registers – Currently maintained lists and registers on:		
Any publicly available register or list Assets Register Disclosure log Register of members Interests Register of gifts and hospitality	<ul style="list-style-type: none"> • Available by inspection at the Town Council office 	
Class 7 – The services we offer		
Ginnet & Public Right of Way Clearing Police Community Support Officers Spring and summer floral displays and hanging baskets. Christmas lights, tree and street decorations.	<ul style="list-style-type: none"> • Available by inspection at the Town Council office 	

To obtain further information about how to obtain any of the documents listed please contact:

C. Dodd
Town Clerk,
Mechanics Institute,
Town Street,

Horsforth,
LS18 5BL.
Tel. 0113 258 0988
Email admin@horsforthtowncouncil.gov.uk

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursements	Photocopying at 10p per sheet (black and white)	*Actual cost
	Photocopying at 20p per sheet (colour)	*Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory fee		In accordance with relevant legislation
Other		

*actual cost incurred by the public authority