



Information available from Horsforth Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who in the Council and its Committees	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Contact details for Town Clerk and Council members	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Staffing structure	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage

Finalised Budget	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Precept	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Financial Standing orders and Regulations	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Grants Given and Received	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
List of Current Contracts Awarded and Value of Contact	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Members Allowances and Expenses	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Class 3 – What our priorities are and how we are doing		
Town Plan (Current and Previous year as a minimum) These could involve large documents and plans and will take some time to copy which will incur additional costs and include outsourcing copying costs.	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Request cost from Town Clerk
Annual Report to Town Meeting	The report is handed out at the Annual Town Meeting. Information available on Horsforth Town Council's	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4

	website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	copy plus postage
Local Charters drawn up in accordance with DCLG guidelines	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	Displayed in the Town Council notice board outside the library. Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Agendas of meetings	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Responses to consultation papers	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Responses to planning applications	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4

	information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591 Information is available on Leeds City Council Planning Portal	copy plus postage
Bye-Laws	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Class 5 Policies and procedures		
Our policies and procedures including: Procedural standing orders Committee and sub-committee terms of reference 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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Schedule of charges for the publication of information	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage
Class 6 Lists of Registers		
Currently maintained lists and registers on: Any publicly available register or list	Information available on Horsforth Town Council's website: www.horsforthtowncouncil.gov.uk . Further	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4

Assets Register Disclosure log Register of members Interests Register of gifts and hospitality	information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591	copy plus postage
Class 7 – The services we offer		
Information about the services we offer including Leaflets Guidance Horsforth Matters Clock Events Spring and summer floral displays and hanging baskets Christmas lights, tree and street decorations	Information available on Horsforth Town Council’s website: www.horsforthtowncouncil.gov.uk . Further information can be obtained from the Town Clerk (Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL), Tel: 07526 567591. Horsforth Matters is delivered to every LS18 household and is available to collect from the office and Horsforth Community Library.	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy plus postage

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

The Town Clerk,
Mechanics Institute,
Town Street,
Horsforth,
LS18 5BL.
Tel. 07526 567591
Tel: 0113 258 0988
Email: admin@horsforthtowncouncil.gov.uk
Website: www.horsforthtowncouncil.gov.uk

Reviewed: 18th May 2023

Next review date: May 2024