

# Information available from Hemsworth Town Council under the Model Publication Scheme – 2017

## Appendix A

Website – [www.hemsworthcouncil.co.uk](http://www.hemsworthcouncil.co.uk)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 – Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Staffing structure	Website Hard Copy – contact Town Clerk	Free 10p/sheet

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy – contact Town Clerk	10p/sheet
Finalised budget	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Precept	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Borrowing Approval letter	Hard Copy – contact Town Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Grants given and received	Hard Copy – contact Town Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – contact Town Clerk	10p/sheet
Members' allowances and expenses	Hard Copy – contact Town Clerk	10p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – contact Town Clerk	10p/sheet
<del>Quality status</del> Local Council Award Scheme	Hard Copy – contact Town Clerk	10p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Town Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Town Clerk	10p/sheet

Responses to planning applications	Hard Copy – contact Town Clerk	10p/sheet
Bye-laws	Hard Copy – contact Town Clerk	10p/sheet
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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 Health & safety policy Complaints procedure    )*	Website *Hard Copy – contact Town Clerk Website	Free 10p/sheet  Free
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	Hard Copy – contact Town Clerk	10p/sheet

<b>Class 6 – Lists and Registers</b> 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)	Hard Copy – contact Town Clerk	10p/sheet
Assets Register	Hard Copy – contact Town Clerk	10p/sheet
<del>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)</del>		
Register of members' interests	Inspection – contact Town Clerk	
Register of gifts and hospitality	Inspection – contact Town Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Website Hard Copy – contact Town Clerk	Free 10p/sheet
<del>Burial grounds and closed churchyards</del>		
Community centres and village halls	Website Hard Copy – contact Town Clerk	Free 10p/sheet
Parks, playing fields and recreational facilities	Website	Free

	Hard Copy – contact Town Clerk	10p/sheet
Seating, litter bins, clocks, <del>memorials and lighting</del>	Website Hard Copy – contact Town Clerk	Free 10p/sheet
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<b>Additional Information</b>		
Brass Band Concert, Bonfire & Fireworks Display, Celebratory Presentations Christmas Lights Switch-on Event, Christmas Presentations, Garden Scheme	Website Hard Copy – contact Town Clerk	Free 10p/sheet

**Contact details:**  
**Tina Pattison, MMS, MILCM**  
**Town Clerk**  
**Hemsworth Town Council**  
**Community Centre**  
**Bullenshaw Road**  
**Hemsworth**  
**Pontefract**  
**West Yorkshire**  
**WF9 4NE**

**Tel: 01977 617617**

**Fax: 01977 610494**

**Email: [clerk@hemsworthcouncil.co.uk](mailto:clerk@hemsworthcouncil.co.uk)**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

