



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 • or from the Council website www.horsforthtowncouncil.co.uk 	10p per page plus postage
Contact details for Town Clerk and Council members	Publications: <ul style="list-style-type: none"> • Horsforth Matters delivered twice yearly to every household in Horsforth. • Horsforth Directory produced by-annually and delivered to every household in Horsforth. • List sent by post • or collected from the Council office. • From the Council website www.horsforthtowncouncil.co.uk 	10p per page plus postage
Staffing structure	Publications: <ul style="list-style-type: none"> • Horsforth Matters delivered twice yearly 	

	<p>to every household in Horsforth.</p> <ul style="list-style-type: none"> • Horsforth Directory produced by-annually and delivered to every household in Horsforth. • From Council website www.horsforthtowncouncil.co.uk 	
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	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Finalised Budget	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Precept	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Financial Standing orders and Regulations	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Grants Given and Received	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk 	10p per page plus postage
List of Current Contracts Awarded and Value of Contract	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Members Allowances and Expenses	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Plan (Current and Previous year as a minimum)	<ul style="list-style-type: none"> • Hard copy sent by post 	Request cost

These could involve large documents and plans and will take some time to copy which will incur additional costs and include outsourcing copying costs.	<ul style="list-style-type: none"> • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk	from Town Clerk
Annual Report to Town Meeting	<ul style="list-style-type: none"> • Attend Town Meeting • Hard copy sent by post • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk	10p per page plus postage
Quality Status (what we are doing to achieve this)	<p>Publications:</p> <ul style="list-style-type: none"> • Horsforth Matters delivered twice yearly to every household in Horsforth. • or from the Council website www.horsforthtowncouncil.co.uk	
Local Charters drawn up in accordance with DCLG guidelines	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	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 • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk	10p per page plus postage
Agendas of meetings	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk	10p per page plus postage
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk	10p per page plus postage

Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Responses to consultation papers	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Responses to planning applications	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office • or from Leeds City Council website www.leeds.gov.uk/publicaccess 	10p per page plus postage
Bye-Laws	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
<p>Class 5 – Our policies and procedures</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements</p>	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
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	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office 	10p per page plus postage
Information security policy	<ul style="list-style-type: none"> • Hard copy sent by post • or collected from the Council office • 	10p per page plus postage
Records management policies (records retention, destruction)	<ul style="list-style-type: none"> • Hard copy sent by post 	10p per page

and archive)	<ul style="list-style-type: none"> • or collected from the Council office 	plus postage
Data protection policies	<ul style="list-style-type: none"> • Hard copy sent by post • or 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 • or collected from the Council office • or from the Council website www.horsforthtowncouncil.co.uk 	10p per page plus postage
<p>Class 6 – Lists of Registers – Currently maintained lists and registers on:</p> <p>Any publicly available register or list</p> <p>Assets Register</p> <p>Disclosure log</p> <p>Register of members Interests</p> <p>Register of gifts and hospitality</p>	<ul style="list-style-type: none"> • Available by inspection at the Town Council office 	10p per page plus postage
Class 7 – The services we offer		
Road Sweeping Ginnell & Public Right of Way Clearing Police Community Support Officers	<ul style="list-style-type: none"> • Available by inspection at the Town Council office 	10p per page plus postage
<p>Additional Information – The Town Council also provide the following services:</p> <p>Spring and summer floral displays and hanging baskets.</p> <p>Christmas lights, tree and street decorations.</p>	<ul style="list-style-type: none"> • Available by inspection at the Town Council office 	10p per page 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. 0113 289 0988
Email. horsforth.horsforth@virgin.net