

Information available from Hebden Royd Town Council under the model publication scheme

| | Information | How the information can be obtained | Cost |
|-----|---|--|-------------------------------|
| 1.0 | Class1 - Who we are and what we do Organisational information, structures, locations & contacts | | |
| 1.1 | Council members (Committee/ Responsibility): | Hard copy - contact Clerk e-mail www.hebdenroyd.org.uk | 10p per sheet Free Free |
| 1.2 | Contact details for Parish Clerk and Council members info@hebdenroyd.org.uk tel: 01422 842181 | | |
| 1.3 | Location of office and accessibility details: The Town Hall, St Georges Street, Hebden Bridge, HX7 7BY | | |
| | | | |
| 2.0 | 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) For current and previous financial year: | | |
| 2.1 | Annual return form and report by auditor | Hard copy - contact Clerk e-mail | 10p sheet Free |
| 2.2 | Finalised budget | Hard copy - contact Clerk e-mail | 10p sheet Free |
| 2.3 | Precept | Hard copy - contact Clerk e-mail | 10p sheet Free |
| 2.4 | Borrowing Approval letter | Hard copy - contact Clerk e-mail | 10p sheet Free |
| 2.5 | Financial Regulations Booklet | Hard copy - contact Clerk | £7.00 |
| 2.6 | Grants given and received List | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| 2.7 | List of current contracts awarded and value List | Hard copy - contact Clerk e-mail | 10p/sheet Free |

| | | | |
|------|---|--|----------------------------|
| 2.8 | Members' allowances and expenses If relevant | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| | | | |
| 3.0 | Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| 3.2 | Annual Report Last and previous year | Hard copy - contact Clerk e-mail & website | 10p/sheet Free |
| 3.3 | Quality Status | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| | | | |
| 4.0 | Class 4 – How we make decisions (Decision making processes and records of decisions) Previous / Current / Next Council year | | |
| 4.1 | Timetable of meetings (Council and committee meetings) | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| 4.2 | Agendas of meetings | Hard copy - contact Clerk e-mail & website | 10p/sheet Free |
| 4.3 | Minutes of open meetings | Hard copy - contact Clerk e-mail & website | 10p/sheet Free |
| 4.4 | Reports presented to open council meetings | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| 4.5 | Responses to consultation papers | Contact Clerk | 10p/sheet Free |
| 4.5 | Responses to planning applications | See 4.3 | |
| 5.0 | Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| 5.1 | Policies and procedures for the conduct of Council business: | Hard copy - contact Clerk Hard copy - contact Clerk e-mail | £7.00 10p/sheet Free |
| 5.13 | Charges for publication of information. | See this document | |

| | | | |
|-----|---|-------------------------------------|-------------------|
| 6.0 | Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list | | |
| 6.1 | Assets Register | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| 6.3 | Register of members' interests | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| 6.4 | Register of gifts and hospitality | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| | | | |
| 7.0 | Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| 7.5 | Clocks | Hard copy - contact Clerk e-mail | 10p/sheet Free |
| | | | |
| 8.0 | Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| 8.1 | | | |
| 8.2 | | | |

Contact details : Jason Boom - Town Clerk
Hebden Royd Town Council
The Town Hall, St Georges Street
Hebden Bridge
HX7 7BY

Tel: 01422 842181 e-mail: jason@hebdenroyd.org.uk

SCHEDULE OF CHARGES - How the charges have been arrived at:

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|---|--|
| Disbursement cost | Photocopying @ 10p/50p per sheet (b&w / colour) | Approx actual cost with postage and stationery |

As adopted 5/11/2008 as per minute 334.