



Freedom of Information Act 2000

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

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	https://hebdenroydtowncouncil.gov.uk/your-council/councillors/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	

<p>Postal and email address</p> <p>Contact details for Town Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY info@hebdenroydtowncouncil.gov.uk</p> <p>Town Clerk – Emma Green Email: Info@hebdenroydtowncouncil.gov.uk Phone: 01422 842181</p> <p>Individual councillor email addresses can be obtained by contacting the clerk or can be found online at www.hebdenroydtowncouncil.gov.uk</p> <p>Email format: Cllr.[first initial][surname]@hebdenroydtowncouncil.gov.uk</p>	
<p>Location of main Council office and accessibility details</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY</p> <p>Fully accessible.</p>	
<p>Staffing structure</p>	<p>https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</p>	

	or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	https://hebdenroydtowncouncil.gov.uk/your-council/governance/annual-return/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Finalised budget	https://hebdenroydtowncouncil.gov.uk/your-council/governance/budget/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Precept	https://hebdenroydtowncouncil.gov.uk/your-council/governance/precept-demand/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	

Borrowing Approval letter	This information is not held	
All items of expenditure above £500	https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Financial Standing Orders and Regulations	https://hebdenroydtowncouncil.gov.uk/your-council/governance/finance/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Grants given and received	https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
List of current contracts awarded and value of contract	Contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Members' allowances and expenses	This information is not held	

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	https://hebdenroydtowncouncil.gov.uk/your-council/governance/annual-return/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Town Council Plan	This information is not held	

Annual Report to Parish or Community Meeting	This information is not held	
Quality status	This information is not held	
Local charters drawn up in accordance with DLUHC's guidelines	This information is not held	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	This information is not held	
<p>Class 4 - How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<p>https://hebdenroydtowncouncil.gov.uk/your-council/committees/</p> <p>or contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	
Agendas of meetings (as above)	<p>https://hebdenroydtowncouncil.gov.uk/your-council/committees/</p> <p>Town Council Notice Boards</p> <p>or contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	https://hebdenroydtowncouncil.gov.uk/your-council/committees/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	https://hebdenroydtowncouncil.gov.uk/your-council/committees/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Responses to consultation papers	https://hebdenroydtowncouncil.gov.uk/your-council/committees/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Responses to planning applications	https://hebdenroydtowncouncil.gov.uk/your-council/committees/full-council/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Bye-laws	This information is not held	

<p>Class 5 - Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>https://hebdenroydtowncouncil.gov.uk/your-council/governance/finance/</p> <p>https://hebdenroydtowncouncil.gov.uk/your-council/committees/</p> <p>https://hebdenroydtowncouncil.gov.uk/your-council/policies-statements/</p> <p>https://hebdenroydtowncouncil.gov.uk/your-council/policies-statements/</p> <p>or contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p> <p>contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p> <p>contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p> <p>This information is not held</p> <p>contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p> <p>https://hebdenroydtowncouncil.gov.uk/contact-us/compliments-comments-and-complaints/</p> <p>or contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	
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<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p> <p>https://hebdenroydtowncouncil.gov.uk/your-council/policies-statements/</p>	
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<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Available for inspection by appointment</p> <p>Contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	
<p>Assets register, including details of public land and building assets</p>	<p>https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</p> <p>or contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Available for inspection by appointment</p> <p>Contact the clerk email: info@hebdenroydtowncouncil.gov.uk</p>	

Register of members' interests	https://hebdenroydtowncouncil.gov.uk/your-council/councillors/	
Register of gifts and hospitality	Contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	https://hebdenroydtowncouncil.gov.uk/your-community/climate-emergency-biodiversity/ or contact the clerk email: info@hebdenroydtowncouncil.gov.uk	
Burial grounds and closed churchyards	This information is not held	
Community centres and village halls	This information is not held	
Parks, playing fields and recreational facilities	This information is not held	
Seating, litter bins, clocks, memorials and lighting	This information is not held	

Bus shelters	This information is not held	
Markets	This information is not held	
Public conveniences	This information is not held	
Agency agreements	This information is not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	This information is not held	
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *

	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred