

Hebden Royd Town Council Freedom of Information Act 2000 Disclosure Log

No.	Reference	Date Submitted	Request Details	Response Date	Link to Council Response	Request for Internal Review	Review Response Date	Link to Council Review Response	
1	FOI18/001	28 November 2018	Breakdown of income and expenditure	20 December 2018	1	NA			
2	FOI19/001	08 August 2019	Breakdown of income and expenditure	23 September 2019	2	NA			
3	FOI24.25/001	10 December 2024	Picture House Financial Analysis	13 January 2025	3.a.	Yes	05 February 2025	3.b.	
4	FOI24.25/002	18 February 2025	Records regarding grant awarded to Trades Community Space/ Building Management Committee	17 March 2025	4.a.		20 March 2025	16/04/2025	4.b.
5	FOI25.26/001	19 June 2025	Installation of Bike Hanger		5	NA			
6	FOI25.26/002	15 July 2025	Full and exact text to YLCA and response	08 August 2025	6	NA			
7	FOI25.26/003	08 September 2025	Missing Staffing Committee Minutes	08 September 2025	7	NA			
8	FOI25.26/004	08 September 2025	Please provide the evidence (eg emails to councillors or notices on the councils website) of the council giving three days clear notice of the Staffing Committee on 22nd July 2025. I also require a copy of the minutes.	08 September 2025	8	NA			
9	FOI25.26/005	12 September 2025	Breach of data rights	25 September 2025	9	NA			
10	FOI25.26/006	08 September 2025	Service agreement with Mr Chris Albert The Privacy Worx	01 October 2025	10	NA			
11	FOI25.26/007	08 October 2025	1. Copies of all communications, instructions or requests received from Calderdale Metropolitan Borough Council (the principal authority) that led Ms Green to state: <i>We have been asked to try to stop this by the principal (sic) authority.</i> 2. Any internal HRTC notes, emails or minutes referring to that request or discussing its contents.	16 October 2025	11				
12	FOI25.26/008	13 October 2025	The papers circulated with the agenda. 2.The full minuted outcome of the meeting - including the recommendation, the amendment and the voting.	28 October 2025	12	NA			
13	FOI25.26/(Repeated Request)011	16 October 2025	now request a copy of the 'raw data' that I was allegedly in receipt of and the date and place at which it was circulated. I further request all evidence/information held that would demonstrate that I was unaware that the financial analysis had not been carried out.	22 December 2025	13				
14	FOI25.26/009	09 November 2025	Hebden Royd Town Council has agreed a contract with Privacy Worx Ltd for the provision of Data Protection Services. This occurred in May or June 2025. I require information as follows in relation to this service procurement A copy of HRTC's specification for the work to be done/invitation to tender or similar sent or advertised to potential suppliers. Dated copies of quotes, bids pricing schedules etc received from all parties who bid for the work Dated copies of evaluation exercises undertaken by HRTC pursuant to making a selection of the preferred service supplier. Copies of all receipts tendered by Privacy Worx Ltd to HRTC Minutes of the Strategy & Review Committee at which the different bids were discussed and evaluated.	01 December 2025	14.a.		23 December 2025	23 December 2025	14.b.
15	FOI25.26/010	06 November 2025	Directions from MO	01 December 2025	15.a.		23 December 2025	23 December 2025	15.b.

16	FOI25.26/011	21 January 2026	<p>At the full council meeting on 21 January 2026, the Town Clerk said reported she had sought advice from Yorkshire Local Councils Association regarding the contract issued to and payments made to The Privacy Worx Ltd. The clerk said that YLCA had confirmed that the contracting process and budgetting had all been done perfectly correctly, but did advise that the payments should be shown in a separate line in the accounts.</p> <p>I should like to see the request(s) made by the Clerk and also the response(s) made by YLCA.</p> <p>You should note that, as a serving councillor, I am entitled to this information in law anyway, but because the Clerk declines to receive any correspondence from me or to reply to anything I am using this route.</p>	16 February 2026	16.a.	Yes	16 March 2026	16.b.
17	FOI25-26/012	02 March 2026	<p>(A) Asset responsibility / ownership / control Any document confirming whether the Scout Rock Beacon is: owned by the Council; and/or maintained/managed by the Council; and/or insured by the Council; and/or treated as a council asset (including inclusion in any asset register or inventory). Any entries in the Council's asset register, inventory, or equivalent records referring to the Scout Rock Beacon.</p> <p>(B) Maintenance, inspection, safety, and risk 3. All records of inspection, maintenance, repair, testing, risk assessment, or safety checks relating to the Scout Rock Beacon (including any checklists, photos, reports, contractor worksheets, or emails). 4. Any risk assessments, method statements, or H&S documentation relating to the beacon, access to it, or beacon lighting events.</p> <p>(C) Insurance 5. Any records confirming the insurance arrangements for the Scout Rock Beacon (e.g., policy schedule extract, asset listing, insurer correspondence, claim history if any).</p> <p>(D) Expenditure and procurement 6. Any invoices, purchase orders, payment records, or finance system transaction listings relating to: maintenance/repair/inspection/testing; materials or equipment; access arrangements (e.g., hire, specialist services); event support (where specifically for the beacon). Please include supplier name, date, description, and gross amount (redacting bank details if necessary).</p> <p>(E) Permissions and events 7. Any records of permissions, agreements, event planning, or correspondence relating to use/lighting of the Scout Rock Beacon (including communications with scouts, community groups, landowners, the National Trust/any managing body if applicable, Calderdale MBC, the emergency services, or any other third parties).</p> <p>(F) Governance / reporting 8. Any reports, briefing notes, delegated decision records, officer decision logs, or internal updates circulated to councillors or committees relating to the Scout Rock Beacon (whether or not they later appeared in published minutes). 9. Any internal correspondence (including emails) discussing the beacon in relation to: responsibility/ownership, maintenance/safety, cost, insurance, event planning.</p>	17 March 2026	17			
18	FOI25-26/013	06 April 2026	<p>I write to request the following information relating to the meeting of the HRTC Staffing Committee held on 16 March 2026.</p> <ol style="list-style-type: none"> 1. All reports, papers, briefings and supporting documents considered by the Committee in relation to item 498 ("Staffing Matters"). 2. Any agenda pack, late papers, or documents tabled at the meeting relating to item 498. 3. Any notes, drafts, or background papers circulated to members of the Committee in advance of the meeting concerning item 498. 4. Any audio recordings, transcripts, or officer notes of the discussion of item 498. 5. Any advice (including legal or monitoring officer advice) relied upon by the Committee in relation to item 498. 6. Any documents recording the decision taken under item 498, including any action plans, instructions, or follow-up correspondence arising from that resolution. 7. Any document or record evidencing the timing of the exclusion resolution, including any clerk's notes, annotated agenda, or procedural record showing when the resolution under the 1960 Act was passed relative to the discussion of item 498. 	28 April 2026	18	28-Apr-26	18.b.	20/05/2026 extended by a further 20 working days.

19	FOI25-26/014	08-Apr-26	<p>1. Copies of any instructions, directions, advice, or requests (whether formal or informal) issued to the Clerk, or any officer of the Council, which state or imply that the Clerk should not respond to communications from a councillor, along with the dates on which they were issued..</p> <p>2. The identity of the person(s) or body issuing any such instruction (e.g. Monitoring Officer, Staffing Committee, external adviser), including their role and authority for doing so.</p> <p>4. Any written record, minute, note, email, or other document evidencing: o the decision to issue such an instruction, and/or o the reasons for it.</p>	28 April 2026	19	28-Apr-26	19.b	12-May-26
20	FOI25-26/015	08 April 2026	<p>1. Copies of any instructions, directions, advice, or authorisations (whether formal or informal, internal or external) under which Council staff were directed, instructed or otherwise permitted to disclose personal data relating to me to any third party.</p> <p>2. The identity of the persons or body issuing any such instruction or authorisation (e.g. Monitoring Officer, committee, external adviser), including their role and legal or procedural authority.</p> <p>3. The dates on which any such instruction(s) or authorisation(s) were issued.</p> <p>4. Any policies, protocols, or procedures relied upon to justify the disclosure of my personal data to third parties.</p> <p>5. Any records, minutes, emails, or notes evidencing: o the decision to disclose such data; o the rationale for doing so; o any consideration of data protection obligations.</p> <p>6. If no such instruction or authorisation exists, please confirm this explicitly and provide: o any documents in which it is asserted that such disclosure was "instructed"; and o any internal correspondence discussing or clarifying that assertion.</p>	28 April 2026	20	28/04/2026	20.b	12-May-26
21	FOI25-26/016	09 April 2026	<p>1. Evidence of alleged "unfair assaults from Town Councillors" All recorded information held by the Council that evidences or relates to the alleged "unfair assaults" referred to, and including any earlier incidents or records relied upon in support of the phrase 'once again', including (but not limited to): emails, complaints, or reports minutes, notes, or recordings of the relevant meeting(s) any internal correspondence discussing the conduct in question any formal or informal assessments of councillor conduct</p> <p>2. Basis for assertion that the Council is "failing" as an employer All recorded information relied upon in support of the statement that the Council is "failing" as an employer, including: HR advice or guidance correspondence with the Monitoring Officer or external advisers internal reports, notes, or briefings any risk assessments or welfare assessments relating to the Clerk</p> <p>3. Communications involving the Chair of Staffing Committee All correspondence (including emails, messages, or notes) sent or received by the Chair of the Staffing Committee which informed or led to the above statements. For the avoidance of doubt, this request includes draft documents, informal notes, and correspondence held in any medium (including personal devices) where used for Council business.</p> <p>I confirm that I am requesting recorded information only. If any information is considered exempt, please: specify the exemption relied upon; explain why it applies; and provide the information in redacted form where possible.</p>	28 April 2026	21	28-Apr-26	21.b	13-May-26
22	FOI25-26/017	10 April 2026	<p>On 15 July 2025 the Town Clerk, Emma Green, wrote to the Council's Data Protection Officer, **** of Privacy Worx Ltd stating: "*** has been instructed not to contact me".</p> <p>I am plainly the "****" referred to. I have received no such instruction. I am therefore writing to request all information held by Hebden Royd Town Council relating to this statement.</p> <p>Please provide: • A copy of any instruction, direction or decision that I have been instructed not to contact the Clerk; • The identity and role of the person(s) or body issuing that instruction; • The date on which the instruction was made and the method by which it was communicated to me; • All recorded information evidencing or referring to the alleged instruction</p>	28 April 2026	22	28-Apr	22.b	12-May-26

23	FOI25-26/018	11 April 2026	<p>I refer to your response to my Data Subject Access Request dated 27 August 2025, in which the Council states that correspondence with the Monitoring Officer of Calderdale Metropolitan Borough Council is withheld on the basis of legal professional privilege.</p> <p>I request the following recorded information:</p> <ol style="list-style-type: none"> Capacity in which the Monitoring Officer was acting Any recorded information identifying the capacity in which the Monitoring Officer of Calderdale Metropolitan Borough Council was acting in relation to Hebden Royd Town Council in this matter, including (but not limited to) whether he was acting: <ul style="list-style-type: none"> o as a legal adviser to the Council, o in his statutory role as Monitoring Officer to Calderdale MBC, or o in any other capacity. Basis for any legal adviser-client relationship Any contract, retainer, agreement, instruction, or other recorded arrangement under which the Monitoring Officer (or Calderdale MBC) was engaged to provide legal advice to Hebden Royd Town Council. Authority to obtain such advice Any resolution, minute, delegated decision, or other recorded authority under which Hebden Royd Town Council sought or relied upon legal advice from Calderdale MBC or its Monitoring Officer. Characterisation of the communications Any recorded information (including internal correspondence, policies, or guidance) relied upon by the Council in determining that the communications in question constitute confidential legal advice and are subject to legal professional privilege. Financial and administrative arrangements Any invoices, recharges, service level agreements, or other financial or administrative records relating to the provision of legal or advisory services by Calderdale MBC or its Monitoring Officer to Hebden Royd Town Council in this matter. 	28 April 2026	23			
24	FOI25-26/019	11 April 2026	<p>I write to request the following recorded information relating to the decision and/or practice whereby the Town Clerk has not responded to correspondence from me since January 2025.</p> <p>Please provide:</p> <ol style="list-style-type: none"> Any records of a decision (whether by the Clerk, a committee, or the Council) that the Clerk should not respond to or engage with correspondence from me, including minutes, reports, or officer decision records. Any records evidencing the basis for that decision. Any records of review, reconsideration, or ongoing monitoring of this arrangement. Any policies, protocols, or guidance relied upon in implementing this approach. <p>To the extent that any of the requested information constitutes my personal data, please treat this part of the request as a Subject Access Request under the UK GDPR and Data Protection Act 2018.</p> <p>If no information is held falling within the above categories, please confirm this explicitly.</p> <p>If any information is withheld, please specify the exemption(s) relied upon and explain why they apply.</p>	28 April 2026	24	28-Apr-26	24.b.	20-May-26
25	FOI26-27/001	15-Jun-26	<p>I refer to Minute 389(a) of the Staffing Committee meeting held on 27 January 2025, which records: "RESOLVED: that on the basis of the advice of the Monitoring Officer at the meeting held 20 December 2024, and to protect the wellbeing of the clerk, that the clerk should not respond to any emails or engage in communication where there is an unresolved complaint."</p> <p>Please provide:</p> <ol style="list-style-type: none"> Copies of any written advice, correspondence, emails, memoranda, notes or reports received from the Monitoring Officer and relied upon by the Staffing Committee in reaching this resolution. Copies of any agenda, minutes, notes, attendance records, correspondence or other records relating to the meeting referred to as having been held on 20 December 2024. Copies of any complaint, allegation, referral, report or other document that was relied upon by the Staffing Committee in reaching this resolution. Copies of any records identifying: <ol style="list-style-type: none"> the complaint or complaints regarded as "unresolved"; the person or persons who determined that such complaint(s) were unresolved; the date on which that determination was made. Copies of any records, guidance, instructions or correspondence concerning the implementation of the resolution, including any records concerning: <ol style="list-style-type: none"> how the resolution was to operate in practice; the circumstances in which the Clerk could or could not respond to communications; any review, reconsideration, amendment or withdrawal of the arrangement. Copies of any legal advice, governance advice or constitutional advice obtained by the Council concerning the lawfulness of the arrangement recorded in Minute 389(a). When I asked for the basis on which the Clerk was refusing to communicate with me, why was I not informed of the existence of the Staffing Committee resolution of 27 January 2025? <p>For the avoidance of doubt, where information contains personal data relating to third parties, I am content for such data to be redacted in accordance with the Act. However, I request disclosure of the remaining information.</p>	02 July 2026	25			

