

### Information available from Hessle Town Council under the Model Publication Scheme

Information to be published (updated May 2018)	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>Current information only</p>		
Who's who on the Council and its Committees	Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a>  Hard copy	Free  10p per A4 sheet + pp
Contact details for Town Clerk and Council members (named contacts with telephone number and email address (if used))	Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a>  Hard copy	Free  10p per A4 sheet + pp
Location of main Council office and accessibility details	Web site; <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a> (Google map and description)  Hard copy	Free  10p per A4 sheet + pp
Staffing structure	Hard copy	10p per A4 sheet + pp
<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</p>		
Annual return form and report by auditor	Hard copy	£1 + pp
Finalised budget	Hard copy	50p + pp

Precept	Hard copy	10p + pp
Financial Standing Orders and Regulations	Hard copy	10p per A4 sheet + pp
Grants given and received	Hard copy	10p per A4 sheet + pp
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet + pp
Members' allowances and expenses	Hard copy	10p per A4 sheet + pp
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town Meeting (current and previous year )	Hard copy	10p per A4 sheet + pp
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	Hard copy	10p per A4 sheet + pp
Agendas of meetings (as above)	Hard copy	10p per A4 sheet + pp
Minutes of meetings (as above) – NB This excludes information that is properly regarded as private to the meeting.	Hard copy	10p per A4 sheet + pp
Reports presented to council meetings - NB This will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 sheet + pp
Responses to consultation papers	Hard copy	10p per A4 sheet + pp
Responses to planning applications	Hard copy	10p per A4 sheet + pp
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<u>Policies and procedures for the conduct of council business:</u> Charter - Committee and sub-committee terms of reference Standing Orders Delegated authority in respect of officers Code of Conduct Policy statements: <ul style="list-style-type: none"> <li>• Recruitment (including current vacancies)</li> <li>• Equal Opportunities</li> <li>• Environmental</li> <li>• Health &amp; Safety</li> <li>• Data Protection</li> <li>• Complaints</li> </ul>	Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a> Hard copy  Hard copies  Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a> Hard copies	Free  10p per A4 sheet + pp  10p per A4 sheet + pp  Free  10p per A4 sheet + pp
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Town Hall User Information Procedures covering requests for information and operating the publication scheme Schedule of charges (for requested information under the Publication Scheme) Policies: <ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Health and Safety</li> <li>• Recruitment (including current vacancies)</li> <li>• Complaints</li> <li>• Staff Induction</li> <li>• Lone Workers</li> <li>• Data Protection</li> <li>• Training &amp; Development</li> <li>• Capability</li> <li>• Sickness &amp; Absence</li> </ul>	Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a>  Hard copies	Free  10p per A4 sheet + pp

<ul style="list-style-type: none"> <li>• Disciplinary</li> <li>• Grievance</li> </ul>		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register Register of members' interests Register of gifts and hospitality	<p>May be inspected at The Town Clerk's Office, Town Hall, South Lane, Hessle. HU13 ORR</p> <p>Tel/Fax/Answerphone: 01482 648566</p> <p>E-mail: <a href="mailto:htc@hessletown.karoo.co.uk">htc@hessletown.karoo.co.uk</a></p> <p>Hard copy</p>	<p>Nil</p> <p>10p per A4 sheet + pp</p>
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by parish/town councils).	<p>Website: <a href="http://www.hessletowncouncil.gov.uk">www.hessletowncouncil.gov.uk</a></p> <p>Hard copy</p>	<p>Free</p> <p>10p per A4 sheet + pp</p>
<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		
Allotment Tenancy Agreement & current notices to tenants	Hard copy	10p per A4 sheet + pp
Hessle Town Hall: User information	Hard copy	10p per A4 sheet + pp
Recreational facilities: Skatepark rental agreement	Hard copy	10p per A4 sheet + pp
Bus shelters: Site of 3 shelters + Maintenance Agreement	Hard copy	10p per A4 sheet + pp
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. Newsletter and Notice board advertisements, Allotment rentals.	Hard copy	10p per A4 sheet + pp

<b>Additional Information</b>		
CCTV – map of camera sites	Hard copy	10p per A4 sheet + pp
List of Flag Flying Days	Hard copy	10p per A4 sheet + pp
Current 'Hessle Town' – Hessle Town Council's newsletter	Website: www.hessletowncouncil.gov.uk Hard copies to view	Free  Free

**Contact details:**

**The Town Clerk  
Hessle Town Council  
Town Hall, South Lane, Hessle. HU13 ORR**

**Tel/Fax/Answerphone:  
01482 648566**

**E-mail: [htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk)**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	<b>*</b> Actual cost
	Postage	Actual cost at the time: Royal Mail standard 2 <sup>nd</sup> class
	pp	Actual cost of postage /

		packing
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The actual cost incurred by Hessle Town Council

**This schedule of information, available from Hessle Town Council under the Model Publication Scheme, can be seen at:**

- **Hessle Town Council,  
Town Hall,  
South Lane,  
Hessle.  
HU13 ORR**
- **Hessle Town Council website at [www.hessletowncouncil.gov.uk](http://www.hessletowncouncil.gov.uk)**