

Information available from Morley Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy or Website	See attached schedule
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy only (some information may only be available by inspection)	See attached schedule
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract (if any outstanding)		
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or Website	See attached schedule
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy or Website	See attached schedule
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or Website and on Town Council noticeboard	
Agendas of meetings (as above)	Hard copy or Website and on Town Council noticeboard	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy only – available from Town Council office or Morley Library	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy only	
Responses to consultation papers	Hard copy only	
Responses to planning applications	Hard copy only	
Bye-laws		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy only	See attached schedule
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (currently contained in Standing Orders) Code of Conduct Policy statements	Details to be obtained from the Town Clerk	
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 policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Details to be obtained from the Town Clerk	See attached schedule
Information security policy	Details to be obtained from Town Clerk	
Records management policies (records retention, destruction and archive)	“	
Data protection policies	“	
Schedule of charges (for the publication of information)	“	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy (some information may only be available by inspection)	See attached schedule
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Link available to Leeds CC website via Town Council website	
Register of gifts and hospitality		
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	Details to be obtained from the Town Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: Town Clerk, Morley Town Council, Morley Town Hall, Queen Street, Morley, Leeds LS27 9DY

Tel. No. 0113 2474370: Fax No. 0113 2474216

email: town.clerk@morley.gov.uk website: www.morley.gov.uk

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)	Cost of copying
	Postage 51p (franked mail only)	Actual cost of Royal Mail standard 1 st class – 64p (0-100g)
Statutory Fee		
Other		