

**Information available from Horley Town Council under the Model Publication Scheme Dated 15 October 2019**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p><i>Horley Town Council is committed to providing facilities and services that meet the needs of the Community and, in doing so, achieving them at best value.</i></p>	<p>website:  <a href="http://www.horleysurrey-tc.gov.uk">www.horleysurrey-tc.gov.uk</a></p> <p>e mail:  <a href="mailto:info@horleysurrey-tc.gov.uk">info@horleysurrey-tc.gov.uk</a></p> <p>Town Council Offices (details below)                      Newsletters (paper &amp; electronic) &amp; Notice Boards</p>	
<p>Who's who on the Council and its Committees</p>	<p>Details on website in newsletters, on notice boards &amp; from Council Offices</p>	<p>10p per side for hard copy</p>
<p>Contact details for Town Clerk and Council members</p>	<p>Town Clerk: Joan Walsh                      Horley Town Council                      Council Offices, 92 Albert Road, Horley RH6 7HZ</p> <p>Tel: 01293 784765                      e mail: as above</p> <p>Members' details available on website, in newsletters, on notice boards and from Town Council Offices</p>	<p>10p per side for hard copy</p>
<p>Location of Main Council Offices and accessibility details</p>	<p>Address above, full disabled access                      Office hours 1000 – 1600 hrs</p>	
<p>Staffing structure</p>	<p>Town Clerk,                      Head of Leisure &amp; Deputy Clerk,                      Responsible Financial Officer (RFO),                      Administrative Officers.</p>	<p>Further Information available on request</p>

<b>Class 2 – What we spend and how we spend it</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Return and report by auditor	Notice Board, Website, email or hard copy	10p per side for hard copy
Finalised budget	Website, newsletter, email or hard copy	10p per side for hard copy
Precept	Website, newsletter, email or hard copy	10p per side for hard copy
Borrowing Approval letter	By application to Town Clerk	10p per side for hard copy
Standing Orders and Financial Regulations	Website, newsletter, email or hard copy	10p per side for hard copy
Grants given and received	Website, newsletter, minutes	10p per side for hard copy
List of current contracts awarded and value of contract	By application to Town Clerk	10p per side for hard copy
Members' allowances and expenses	Website, email or hard copy	10p per side for hard copy

<b>Class 3 – What our priorities are and how we are doing</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan	Not available	n/a
Annual Report	Website, email or hard copy	10p per side for hard copy
5 year Town Plan	Website, email or hard copy	10p per side for hard copy
Local Council Award Scheme (Quality)	By application to Town Clerk	10p per side for hard copy
Local charters drawn up in accordance with MHCLG guidelines	Not available	n/a

<b>Class 4 – How we make decisions</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings	Shown on website and notice boards. Also available by email and hard copy	10p per side for hard copy
Agenda of meetings	As above	FOC
Minutes of meetings (excluding confidential items)	On Website, by email and hard copy	10p per side for hard copy
Reports presented to council meetings (excluding confidential reports)	On Website, by email and hard copy	10p per side for hard copy
Responses to consultation papers	On Website, by email and hard copy	10p per side for hard copy
Responses to planning applications	On Website, by email and hard copy	10p per side for hard copy
Regular surgeries with Member of Parliament & Town/Borough/County Councillors	Details shown on website and notice boards	FOC
Bye-laws	None	n/a

<b>Class 5 – Our policies and procedures</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of council business:  Standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct	All policies are on website with review dates etc, or available by email and hard copy  Index of all policy statements available on: <a href="http://www.horleysurrey-tc.gov.uk/council/policies">www.horleysurrey-tc.gov.uk/council/policies</a> and procedures	10p per side for hard copy

<p>Policies and procedures for service provision &amp; the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and Diversity policy )</p> <p>Health and Safety policy )</p> <p>Lone working policy ) On Website, by email and hard copy</p> <p>Staff Handbook including Recruitment Policies )</p> <p>Staff Appraisal Scheme )</p> <p>Training Statement of Intent )</p> <p>Policies and procedures for handling requests for information )</p> <p>Complaints procedures )</p> <p>Press Protocol )</p> <p>Social Networking Policy )</p>		<p>10p per side for hard copy</p>
<p><u>General Data Protection Regulations (GDPR)</u></p> <p>Information Data Protection Policy )</p> <p>Data Breach Policy ) On Website, by email and hard copy</p> <p>Privacy Notice )</p> <p>Retention of Documents Policy )</p>		<p>10p per side for hard copy</p>
<p>Records management policies</p>	<p>Minutes kept forever. (Archived at Surrey History Centre)</p> <p>Financial records kept for seven years</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website / Council Offices</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges for use of Town Council Facilities</p>	<p>Website / Council Offices</p>	<p>10p per side for hard copy</p>

<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Fixed Assets Register	Email or hard copy	10p per side for hard copy
Register of Disclosable Pecuniary Interests	Website / Council Offices Also at Reigate & Banstead Borough Council	10p per side for hard copy
Register of Gifts and Hospitality	Contact the Town Clerk	10p per side for hard copy
<b>Class 7 – The services we offer</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Church Road and Langshott allotments, owned and managed by the Town Council. Waiting list kept at Council Offices. Further allotment sites to follow.	FOC
Burial grounds and closed churchyards	None	n/a
Community centres and village halls	Edmonds Hall, part of Albert Rooms, owned and managed by Town Council. Innes Pavilion, Court Lodge, owned and managed by Town Council. Website, by email or Council Offices	FOC
Parks, playing fields and recreational facilities	Website, by email or Council Offices	FOC
Seating, litter bins, clocks, memorials and lighting	Various Apply to clerk for further details	FOC
Bus shelters	None	n/a
Markets	Horley Saturday Market operated by the Town Council Website, by email or Council Offices	FOC
Public conveniences	None	n/a
Agency agreements	Church Meadows managed on behalf of Reigate & Banstead Borough Council. (Also Town Centre floral provision.) Contact Town Clerk for further details	10p per side for hard copy

Street Lighting	Horley Recreation Ground By email or Council Offices	FOC
Raising Residents' concerns with Borough / County Council / other body	Contact Council Offices	FOC

**Contact details:** As stated in Class 1 above

**Schedule of Charges for the Publication of Information:**

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying @ 10p per A4 side (black & white)	Actual cost
	Photocopying @ 15p per A4 side (colour)	Actual cost
	Postage – 2 <sup>nd</sup> class	Cost of standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	For time spent on detailed search	In accordance with the relevant legislation

***Approved by Full Council: 15 October 2019***

***Next review date: 2024***