



Information available from Keighley Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Website www.keighley.gov.uk</p> <p>Clerk email address townclerk@keighley.gov.uk</p>	
Who's who on the Council and its Committees	<p>Website</p> <p>Hard copy – contact the clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>
Contact details for Town Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	<p>Website</p> <p>Hard Copy – contact the clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>
Location of main Council office and accessibility details	<p>Website</p> <p>Hard copy – contact the clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>
Staffing structure	Hard copy – contact the clerk	10p/20p per sheet
<p>Class 2 – What we spend and how we spent 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>	<p>Website</p> <p>Hard copy – contact the clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>

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Annual return form and report by auditor	Website Hard copy – contact the clerk	Free 10p/20p sheet
Finalised budget	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Precept	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Borrowing Approval letter	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Financial Standing Orders and Regulations	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Grants given and received	Website – contained in Finance & Audit committee minutes Hard copy – contact the clerk	Free 10p/20p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits and reviews)</p> <p>Current and previous year as a minimum</p>		
Town Plan	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Annual Report	N/A	
Quality Status	N/A	
Local Charter	Hard copy – contact the clerk	10p/20p per sheet
<p>Class 4 – How we make decisions (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)	Website Noticeboards	Free Free

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	Hard copy – contact the clerk	10p/20p per copy
Agendas of meetings (as above)	Website Hard copy – contact the clerk	Free 10p/20p per contact
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact the clerk	Free 10p/20p per contact
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact the clerk	Free 10p/20p per copy
Responses to consultation papers	Hard copy – contact the clerk	10p/20p per copy
Responses to planning applications	Website (Planning committee minutes)	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy – contact the clerk	Free 10p/20p per copy
Policies and procedures for conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Policies and procedures for the provision of services and about employment of staff Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health & Safety policy	Website Hard copy – contact the clerk (Some still under development)	Free 10p/20p per sheet

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Recruitment policies (including any current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)		
Information security policy	Website Hard copy – contact the clerk	Free 10p/20p per copy
Records management policies (records retention, destruction and archive)	Website Hard copy – contact the clerk	Free 10p/20p per copy
Data protection policies	Website Hard copy – contact the clerk	Free 10p/20p per copy
Schedule of charges (for the publication of information)	Website Hard copy – contact the clerk	Free 10p/20p per copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard copy – contact the clerk (some information may only be available by inspection)	Free 10p/20p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Where applicable, hardcopy – contact the clerk	10p/20p per sheet
Assets register	Website Hard copy – contact the clerk	10p/20p per sheet
Disclosure log (indicating the information that has been provided in response to request; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Class 7 – The services we offer (Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Hard copy – contact the clerk (some information may only be available by inspection)	Free 10p/20p per sheet

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Allotments	Website Hard copy – contact the clerk	Free 10p/20p per sheet
Civic Centre	Website	Free
Agency agreements	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Joe Cooney
Town Clerk
Keighley Town Council
Civic Centre
North Street
Keighley
Bd23 3RZ

Tel No: 01535 872126
townclerk@keighley.gov.uk

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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 @ 20p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

*the actual cost incurred by the public authority