



## Howden Town Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Howden Town Council	Nil
Who's who on the Council and its Committees	Councillors and Committee Members <a href="http://www.howden-tc.gov.uk/Your_Councillors_557.aspx">http://www.howden-tc.gov.uk/Your_Councillors_557.aspx</a>	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Howden Town Council Sarah Hardcastle Clerk and Responsible Finance Officer Tel: 01430 430111 clerk@howden-tc.gov.uk	Nil
Location of main Council office and accessibility details	Howden Town Council Offices 17 Bridgegate, Howden, East Yorkshire, DN14 7AE. Accessible	Nil
Staffing structure	Clerk (CEO) and Responsible Finance Officer: Sarah Hardcastle Clerk to the Howden Joint Burial Committee: Shirley Marquis Town Centre/Events Officer: Laura Smith Roadsweeper/Handyman: Chris Howard	Nil
<b>Class 2 – What we spend and how we spend it</b>	£189,714 (20/21 Precept) £207,229.52 (21/22 Precept)	

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(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Accounts available at the Town Council Offices All Accounts for Payment: Full Council Minutes: <a href="http://www.howden-tc.gov.uk/Full_Council_563.aspx">http://www.howden-tc.gov.uk/Full_Council_563.aspx</a>	Nil
Annual return form and report by auditor	AGAR published annually Noticeboard, website and available at the Town Council Offices. <a href="http://www.howden-tc.gov.uk/Documents_559.aspx">http://www.howden-tc.gov.uk/Documents_559.aspx</a>	Nil
Finalised budget	Budget available at Town Council Offices.	Nil
Precept	Precept available at Town Council Offices and published by ERYC	Nil
Borrowing Approval letter	None	Nil
Financial Standing Orders and Regulations	Available at Town Council Offices and published on website <a href="http://www.howden-tc.gov.uk/Documents_559.aspx">http://www.howden-tc.gov.uk/Documents_559.aspx</a>	Nil
Grants given and received	Available at Town Council Offices	Nil
List of current contracts awarded and value of contract	Available at Town Council Offices Grounds Maintenance: Mr N Oates Cemetery Maintenance: Mr R Cheesman Planters and Hanging Baskets: Helliwell Horticulture	Nil
Members' allowances and expenses	Available at Town Council Offices	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Internal Audit reports <a href="http://www.howden-tc.gov.uk/Documents_559.aspx">http://www.howden-tc.gov.uk/Documents_559.aspx</a> Annual playground inspections Available at Town Council Offices	Nil
Annual Report to Town Meeting (current and previous year as a minimum)	Available at Town Council offices and website Minute of Meeting <a href="http://www.howden-tc.gov.uk/_UserFiles/Files/_Minutes/144640-Annual_Town_Meeting_17-05-2022.pdf">http://www.howden-tc.gov.uk/_UserFiles/Files/_Minutes/144640-Annual_Town_Meeting_17-05-2022.pdf</a>	Nil
Quality status	None	Nil
Local charters drawn up in accordance with DCLG guidelines	None	Nil

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Agendas and Minutes available at the Town Council Office and website <a href="http://www.howden-tc.gov.uk/Full_Council_563.aspx">http://www.howden-tc.gov.uk/Full_Council_563.aspx</a>	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available at Howden Town Council office	Nil
Agendas of meetings (as above)	Agendas available at the Town Council Office and website <a href="http://www.howden-tc.gov.uk/Full_Council_563.aspx">http://www.howden-tc.gov.uk/Full_Council_563.aspx</a>	Nil
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Minutes available at the Town Council Office and website <a href="http://www.howden-tc.gov.uk/Full_Council_563.aspx">http://www.howden-tc.gov.uk/Full_Council_563.aspx</a>	Nil
Reports presented to council meetings –NB this will exclude information that is properly regarded as private to the meeting.	Reports available at Town Council Offices.	Nil
Responses to consultation papers	Consultations available at Town Council Offices	Nil
Responses to planning applications	Responses available at Town Council Offices And on the website <a href="http://www.howden-tc.gov.uk/Planning-HowdenTownCouncil">Planning - Howden Town Council (howden-tc.gov.uk)</a>	Nil
Bye-laws	None	Nil
<b>Class 5 – Our policies and procedures</b>		
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 Code of Conduct Policy statements	Policies and Procedures available on the website and at the Town Council Offices. <a href="http://www.howden-tc.gov.uk/Documents-HowdenTownCouncil">Documents - Howden Town Council (howden-tc.gov.uk)</a>	Nil



Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Policies and Procedures available on the website and at the Town Council Offices <a href="http://howden-tc.gov.uk/Documents">Documents - Howden Town Council (howden-tc.gov.uk)</a>	Nil
Information security policy	Being developed	
Records management policies (records retention, destruction and archive)	Being developed	
Data protection policies	<a href="http://howden-tc.gov.uk/Documents">Documents - Howden Town Council (howden-tc.gov.uk)</a>	
Schedule of charges (for the publication of information)	From the Town Council Website and on the website <a href="http://howden-tc.gov.uk/Documents">Documents - Howden Town Council (howden-tc.gov.uk)</a>	
<b>Class 6 – Lists and Registers</b>		
	Lists and Registers available at Town Council Office	Nil
Assets register	Available at the Town Council Offices	Nil
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)	None	Nil
Register of members' interests	Available at the Town Council Offices and maintained by ERYC and on the website <a href="http://howden-tc.gov.uk/Your Councillors">Your Councillors - Howden Town Council (howden-tc.gov.uk)</a>	Nil
Register of gifts and hospitality	Available at the Town Council Offices.	Nil
<b>Class 7 – The services we offer</b>		

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<a href="http://howden-tc.gov.uk">Your Council - Howden Town Council (howden-tc.gov.uk)</a>	
Allotments	(Now under the Howden Allotment Association)	Nil
Burial grounds and closed churchyards	Knedlington Road Cemetery and Howden Minster Churchyard	Nil
Howden Marsh	Howden Marsh	Nil
Parks, playing fields and recreational facilities	Derwent Play Park and Shelford Avenue Area	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

#### Contact details:

Clerk and RFO  
 Howden Town Council  
 17 Bridgegate  
 Howden  
 East Yorkshire  
 DN14 7AE

Tel: 01430 430111  
 Email: [clerk@howden-tc.gov.uk](mailto:clerk@howden-tc.gov.uk)

This policy was adopted at the meeting of Full Council on Tuesday August 23<sup>rd</sup> 2022 and will be reviewed annually.