WETHERBY TOWN COUNCIL

PUBLICATION SCHEME

Freedom of Information Act

A new Model Publication Scheme, which was approved by the Information Commissioner's Office, was adopted by Wetherby Town Council on 12th January 2009. The scheme, and guide to published information, has been updated in May 2023.

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the categories below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

There are 7 different categories in the scheme, covering the information concerning the normal business activities of the Council and how it will be provided to you:

- Who we are and what we do - organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing - strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures - current written protocols for delivering our functions and responsibilities.
- Lists and registers - information held in registers required by law and other lists and registers relating to the functions of the Council.
- The services we offer - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will *not* generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

How will information published under this scheme be made available?
A list of the information which is available is set out in a document called the 'Guide to Proactively Published Information'. A copy of this guide is given below.

If you would like to request a copy of the guide to proactively published information, or request copies of any of the information which is available to the public, please contact the Clerk to the Town Council whose details are given below.
Where a request for information is received we must send you a response within 20 working days. That response must either be the provision of the information or a refusal notice drawn up in accordance with the provisions of the legislation.
Mrs Dianne Rickaby, Town Clerk
The Town Hall, Market Place, Wetherby, LS22 6NE
admin@wetherby.co.uk

Where practical the Town Council will endeavour to publish as much information as possible made available through this scheme on its website (https://wetherbytowncouncil.gov.uk).

Where it is impracticable to make information available on our website or if you do not wish to access the information by the website, we have indicated how information can be obtained, and how we will provide it by other means.
In exceptional circumstances (e.g. our register of burials) some information may be available only by viewing in person. Where this manner is specified, contact details have been provided. An appointment to view the information will be arranged within a reasonable timescale.
Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.
Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Written Requests
Information that is not published under the scheme, but which is held by the Town Council, can also be requested in writing when its supply will be considered in accordance with the provisions of the Freedom of Information Act.

Charges
Whilst the purpose of this scheme is to make the maximum amount of information readily available to the public at minimum inconvenience and cost, the Town Council may charge for providing copies of some of the information to cover expenses such as photocopying or postage and packing. A schedule of the charges that will be levied for providing information is given at the end of this document. If a charge is to be made confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

Material which is published and accessed on a website will be provided free of charge. Where appropriate, interactive links to relevant pages on the council's website have been embedded in this document.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by

public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

GUIDE TO INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained.	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website – https://wetherbytowncouncil.gov.uk/	Free
Contact details for Town Clerk.	Town Clerk - Mrs Dianne Rickaby c/o The Town Hall Market Place Wetherby, LS22 6NE T: 01937-583584 E: admin@wetherby.co.uk W: https://wetherbytowncouncil.gov.uk/get-in-touch/	Free
Contact details for Council members (named contacts where possible with telephone number and email address (if used)).	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail - Councillors can be contacted using the convention: firstname.surname@wetherby.co.uk	Free
Location of main Council office and accessibility details	The Town Hall Market Place Wetherby, LS22 6NE T: 01937-583584 E: admin@wetherby.co.uk Office hours: 9am to 1.00pm, Monday to Friday. Meetings by appointment.	Free
Staffing structure	Hard copy – on request. E-mail copy – on request.	10p/page + postage. Free

Council activities – Newsletters / Bulletins	Hard copy – available in lobby of Town Hall.	Free
	E-mail copy – on request	Free
	Website – https://wetherbytowncouncil.gov.uk/	Free

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website - https://wetherbytowncouncil.gov.uk/	Free
	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Finalised budget	Website - https://wetherbytowncouncil.gov.uk/	Free
	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Precept	Website - https://wetherbytowncouncil.gov.uk/	Free
	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Borrowing Approval letter (Public Works Loan Board loan for works to Wetherby Town Hall).	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Financial Standing Orders and Regulations	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage.
Grants given and received	Website - https://wetherbytowncouncil.gov.uk/ (Found in minutes of Full Council meetings).	Free
	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Procurement information.	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
Members' allowances and expenses (Mayor's Allowance & Members' expenses.)	Website (included in lists of payments in Full Council minutes) – wetherby.co.uk	Free
	Hard copy – on request.	10p/page + postage.

	E-mail copy – on request.	Free

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing.		
Annual Report to Town Meeting (current and previous year as a minimum)	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – Town Hall lobby (May to June each year.)	Free
	Hard copy – on request.	Free
Playground inspection reports.	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request to facilities@wetherby.co.uk	Free
Neighbourhood Plan	Website - https://wetherbyneighbourhoodplan.wordpress.com/	Free
	Hard copy (Submission Draft) – on request.	10p/page + postage.
	E-mail copy (Submission Draft) – on request.	Free
Internal Auditor's Reports	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage.
Local charters drawn up in accordance with DCLG guidelines – Charter Between Leeds City Council and the Parish and Town Councils within the administrative area of Leeds City Council.	Website - http://www.leeds.gov.uk/docs/Parish%20and%20Town%20Council%20Charter%202016.pdf	Free

Information to be published	How the information can be obtained.	Cost
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website - https://wetherbytowncouncil.gov.uk/	Free
	Hard copy – on request.	10p/page + postage.
	E-mail copy – on request.	Free
	To view - noticeboards in Town Hall and Garden of Rest.	Free
Agendas of meetings (as above)	Website prior to meeting – https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request or available at meetings.	Free
	Hard copy to view on noticeboards in Town Hall and Garden of Rest	Free
Minutes of meetings (as above)	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website prior to meeting – https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Responses to consultation papers	Hard copy - on request.	10p/page + postage
	E-mail copy – on request.	Free
Responses to planning applications	Online via Leeds City Council's Public Access facility (www.publicaccess.leeds.gov.uk/online-applications)	Free

	Website via minutes of planning committee meetings – https://wetherbytowncouncil.gov.uk/	Free
Bye-laws	E-mail copy – on request.	Free
	Hard Copy – on request.	10p/page + postage
	Leeds City Council – leeds.gov.uk or 0113 222 4444	n/a

Information to be published	How the information can be obtained.	Cost
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	E-mail copy – on request. Hard copy – on request. Website (where published online) - https://wetherbytowncouncil.gov.uk/your-council/policies-and-information/	Free 10p/page + postage Free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website (where published online) - https://wetherbytowncouncil.gov.uk/your-council/policies-and-information/	Free
Internal instructions to staff and 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	E-mail copy – on request. Hard copy – on request.	Free 10p/page + postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	E-mail copy – on request. Website - https://wetherbytowncouncil.gov.uk/ Hard copy – on request.	Free Free 10p/page + postage
Information security policy	E-mail copy – on request. Hard copy – on request.	Free 10p/page + postage
Market Development & Rejuvenation Policy	Website - https://wetherbytowncouncil.gov.uk/	Free
Records management policies (records retention, destruction and archive)	E-mail copy – on request. Hard copy – on request.	Free 10p/page + postage
Data protection policies	E-mail copy – on request. Hard copy – on request.	Free 10p/page + postage
Schedule of charges (for the publication of information)	See page 16.	

Information to be published	How the information can be obtained.	Cost
Class 6 – Lists and Registers		
Assets register	Hard Copy – on request. Website – https://wetherbytowncouncil.gov.uk/ E-mail copy – on request.	10p/page + postage. Free Free
Disclosure log - redacted copy available on request.	Hard Copy – on request. E-mail copy – on request.	10p/page + postage. Free
Register of members' interests	Online via Leeds City Council's website – leeds.gov.uk Hard Copy – on request. E-mail copy – on request.	Free 10p/page + postage. Free
Register of gifts and hospitality	Hard Copy – on request. E-mail copy – on request.	10p/page + postage. Free
Register of Burials	Available for inspection at the Town Council's offices. To arrange an appointment contact the Burials Manager: E-mail: cemetery@wetherby.co.uk Tel: 01937-583584	Free

Information to be published	How the information can be obtained.	Cost
Class 7 – The services we offer		
Burial grounds and closed churchyards (Hallfield Lane Cemetery) – including schedule of burial fees.	Can be requested via website – https://wetherbytowncouncil.gov.uk/your-council/cemetery-cemetery-chapel/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Community centres and village halls (Wetherby Town Hall, operated by the Trustees of Wetherby Town Hall and run by Town Council employees).	Website – https://wetherbytowncouncil.gov.uk	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Parks, playing fields and recreational facilities: • Scaur Bank • Hudson Field / Millennium Field • Jubilee Garden • Nidd Approach • Mason Field • Raby Park • Sandringham Park • Garden of Rest	Website – https://wetherbytowncouncil.gov.uk	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Seating, litter bins, clocks, memorials and lighting (see Asset Register for details).	Website – https://wetherbytowncouncil.gov.uk	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Markets – Thursday Market & Monthly Farmers' Market	Website - https://wetherbytowncouncil.gov.uk/	Free
	E-mail copy – on request.	Free
	Hard copy – on request.	10p/page + postage
Visitor Guides (published through Welcome to Wetherby).	Hard copy – available in lobby of Town Hall.	Free

Walking in Wetherby – sixteen walks in the Wetherby area including the 'blue plaques' trail (published through Welcome to Wetherby).	Hard Copy – available to purchase at Town Hall, Wetherby Library, Kemps on the Corner & Castlegate Stationers.	£3

Information to be published	How the information can be obtained.	Cost
Additional Information		
Notable landmarks (see Asset Register for details). • Telegraph Pole (Old Mill) • Cenotaph (Wetherby Bridge) • Georgian Bath House • Wetherby Weir Lights • Wetherby Town Hall	Website - https://wetherbytowncouncil.gov.uk/ E-mail copy – on request. Hard copy – on request.	Free Free 10p/page + postage

Contact details:

Mrs Dianne Rickaby, Town Clerk
c/o The Town Hall, Market Place, Wetherby, LS22 6NE
Tel: 01937-583584
E-mail: admin@wetherby.co.uk
https://wetherbytowncouncil.gov.uk/

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class.
Statutory Fee	Cemetery Charges (see separate schedule).	Local Authorities Cemeteries Order 1977
Provision of copies of annual accounts.	Fully audited copy of year-end financial statements - £2 per copy.	Amount agreed by Town Council.

* the actual cost incurred by the public authority.

This publication scheme and guide was completed by Dianne Rickaby, Clerk to the Town Council.

Signed: Signature Redacted
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Dated: 12/5/26

This publication scheme and guide was first adopted by the Council at its meeting on 12th January 2009 and an updated version approved by the Council on 12th May 2026.

Signed: Signature Redacted
Original can be viewed in the Town Council offices, Wetherby Town Hall.

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 12/05/2026

This Publication Guide was subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Mayor:**