

Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy and/or website)	15p
Who's who on the Council and its Committees	(hard copy and/or website)	15p
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	15p
Location of main Council office and accessibility details	(hard copy and/or website)	15p
Staffing structure	(hard copy and/or website)	15p

<p>Class 2 – What we spend and how we spend it</p> <p>(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>(hard copy and/or website)</p>	<p>15p</p>
<p>Annual return form and report by auditor</p>	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>Finalised budget</p>	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>Precept</p>	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>Borrowing Approval letter</p>	<p>(hard copy)</p>	<p>15p</p>
<p>Financial Standing Orders and Regulations</p>	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>Grants given and received</p>	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>List of current contracts awarded and value of contract</p>	<p>(hard copy)</p>	<p>15p</p>
<p>Members’ allowances and expenses</p>	<p>(hard copy)</p>	<p>15p</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>(hard copy and/or website)</p>	<p>15p</p>

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	15p
Quality status	(hard copy and/or website)	15p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy and/or website)	15p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	15p
Agendas of meetings (as above)	(hard copy)	15p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	15p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	15p
Responses to consultation papers	(hard copy)	15p
Responses to planning applications	(hard copy)	15p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	15p

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	<p>(hard copy and/or website)</p>	<p>15p</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> 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) <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>(hard copy)</p>	<p>15p</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>(hard copy)</p>	<p>15p</p>
<p>Data protection policies</p>	<p>(hard copy)</p>	<p>15p</p>

Schedule of charges (for the publication of information)	(hard copy)	15p
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	15p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy)	15p
Assets register	(hard copy)	15p
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)	(hard copy)	15p
Register of members' interests	(hard copy)	15p
Register of gifts and hospitality	(hard copy)	15p
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	(hard copy or website; some information may only be available by inspection)	15p
Community centres and village halls	(hard copy)	15p
Parks, playing fields and recreational facilities	(hard copy and/or website)	15p
Seating, litter bins, clocks, memorials and lighting	(hard copy and/or website)	15p

Markets	(hard copy and/or website)	15p
Public conveniences	(hard copy and/or website)	15p

Contact details:

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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 at 15p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority