

Local Government Transparency Code 2015

Annual Report 2024 - 2025

This Local Government Transparency Code 2015 was issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services. Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

For more information on the Local Government Transparency Code: <https://www.gov.uk/government/publications/local-government-transparency-code-2015>

The Code requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it quarterly, annually or once only, but in many cases encourages more frequent publication. Saxmundham Town Council aims to publish information on a more frequent basis where it considers this would be beneficial. In accordance with the Code, we publish the following reports:

Annually	Quarterly
Local Authority Land and Property – Within This Report	Expenditure Exceeding £500 – All Monthly Transactions Published On Website
Constitution – Standing Orders and Financial Regulations – On Website	Parking Spaces – N/A
Grants to Local Organisations – Within This Report	Parking Account – N/A
Staff Organisation Chart – Within This Report	Procurement Information – Tenders and Contracts – Within This Report
Staff Pay Multiple – N/A	Trade Union Facility Time – N/A
Senior Salaries Exceeding £50,000 – N/A	Government Procurement Card Transactions – N/A
Social Housing Asset Value – N/A	Waste Contracts – Within This Report
Fraud – N/A	

TRANSPARENCY CODE – LAND AND PROPERTY REPORT – 2024-2025

Description	Title Number	Location	Map Reference
Office Building	SK310027	Town House, Station Approach, Saxmundham, IP17 1BW	1.49132 E 52.21486 N
Recreation Ground/Skate Park	SK430920	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N
Play Area	SK430920	Seaman Avenue, Saxmundham, IP17 1FE	1.48240 E 52.21419 N
Play Area	SK221918	Chantry Road, Saxmundham, IP17 1DJ	1.49065 E 52.21391 N
Youth Booth	SK430920	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N
High Street Walkway	SK351135	Part of 32 High Street, Saxmundham, IP17 1AB	1.49261 E 52.21519 N

TRANSPARENCY CODE – GRANTS REPORT – 2024-2025

Date	Organisation	Charity/Voluntary	Grant Awarded	Details
April 2024	Saxmundham Sports Bowls Club	Charity	£445	Equipment
April 2024	Saxmundham Music & Arts CIC	Community Interest Company	£5,000	Sax Community Fest
May 2024	Saxmundham Market Hall	Charity	£8,000	Operating Costs
May 2024	IP17 Good Neighbours Scheme	Charity	£7,500	Charitable Activities
May 2024	The Art Station	Charity	£1,500	Charitable Activities
May 2024	Saxmundham Museum	Charity	£1,250	Charitable Activities
May 2024	Alde Valley Suffolk Family History Group	Charity	£250	Equipment
June 2024	Suffolk Accident Rescue Services	Charity	£500	Charitable Activities
June 2024	Citizens Advice – East Suffolk	Charity	£2,000	Charitable Activities

July 2024	Saxon Running Club	Charity	£250	Charitable Activities
October 2024	Saxmundham Market Hall	Charity	£8,000	Operating Costs
October 2024	Britten Pears Arts	Charity	£1,000	Charitable Activities
October 2024	On Y Va – French Bal	Charity	£61	Equipment
October 2024	Young People Taking Action - CYDS	Charity	£5,000	Charitable Activities
November 2024	Communities Together	Charity	£500	Charitable Activities
March 2025	Saxmundham Judo Club	Charity	£100	Charitable Activities
March 2025	East Suffolk Travel Association	Charity	£120	Equipment

TRANSPARENCY CODE – PROCUREMENT INFORMATION – 2024-2025

Exceeding £5,000 by value

Details of invitations to tender for contracts to provide goods and/or services with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

Date	Organisation	Goods/Services	Amount (Net of VAT)	Dates	Invitation or Published
September 2024	Dark Arc Engineering	Memorial Field - Bridge	£5,420	August 2024 - September 2024	Invitation to Quote
December 2024	Target Animations Ltd	High Street - Christmas Lights	£6,100	March 2024 – March 2027	Invitation to Quote

Town Clerk/Responsible Financial Officer
LC3 SCP 37
37 hours
townclerk@saxmundham-tc.gov.uk

Deputy
Town Clerk

LC2 SCP 22

15 hours
deputytownclerk@
saxmundham-
tc.gov.uk

Assistant
Town Clerk

LC2 SCP 16

15 hours
asstownclerk@
saxmundham-
tc.gov.uk

Community
Officer

LC2 SCP 19

15 hours
community@
saxmundham-
tc.gov.uk

Environment
Coordinator

LC2 SCP 19

8 hours
environment@
saxmundham-
tc.gov.uk

Maintenance
Officer

LC2 SCP 17

15 hours
maintenance@
saxmundham-
tc.gov.uk

Events
Coordinator

LC2 SCP 22

5 hours
(fixed-term)
community@
saxmundham-
tc.gov.uk

WASTE CONTRACTS REPORT – 2024-2025

Exceeding £5,000 by value

Details of waste contracts with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

There were no waste contracts in excess of £5,000 in 2024/2025