



## Information available from Woodbridge Town Council under the Model Publication Scheme



<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost Per sheet</u>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(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
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	15p
Current and previous financial year		
Annual return form and report by auditor	(hard copy and/or website)	15p
Finalised budget	(hard copy and/or website)	15p
Precept	(hard copy and/or website)	15p
Borrowing Approval letter	hard copy	15p
Financial Standing Orders and Regulations	(hard copy and/or website)	15p
Grants given and received	(hard copy and/or website)	15p
List of current contracts awarded and value of contract	hard copy	15p
Members' allowances and expenses	(hard copy and/or website)	15p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	15p
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	hard copy	15p
Current and previous council year as a minimum		
Timetable of meetings (Council, 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) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy	15p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy	15p
Responses to consultation papers	hard copy	15p
Responses to planning applications	hard copy	15p
Bye-laws	hard copy	15p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	hard copy	15p
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	hard copy	15p

Policies and procedures for the provision of services and about the employment of staff: Internal 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	hard copy	15p
Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copy and/or website)	15p
Records management policies (records retention, destruction and archive)	hard copy	15p
Schedule of charges (for the publication of information)	hard copy	15p
<b>Class 6 – Lists and Registers</b>		
Register of members' interests	hard copy	15p
Register of gifts and hospitality	hard copy	15p
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	hard copy	15p
Quaker Burial grounds	hard copy	15p
Community hall	hard copy	15p
Parks, playing fields and recreational facilities	hard copy	15p
Seating, litter bins, clocks, memorials and lighting	hard copy	15p
Markets	hard copy	15p
Public conveniences	hard copy	15p
A summary of services for which the council is entitled to recover a fee, together with those fees	hard copy	15p

**Contact details:** Mrs Chris Walker, Town Clerk, Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP  
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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual Cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class

\* the actual cost incurred by the public authority