

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
 01394 383599 townclerk@woodbridge-suffolk.gov.uk

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> |
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| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk. |
| Who's who on the Council and its Committees | |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | |
| Location of main Council office and accessibility details | |
| Staffing structure | Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP 09:00 – 17:00, Monday – Friday. 01394 383599, option 4. |
| Class2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk. |
| Current and previous financial year | |
| Annual return form and report by auditor | |
| Finalised budget | |
| Precept | |
| Financial Standing Orders and Regulations | |
| Grants given and received | |
| List of current contracts awarded and value of contract | |
| Members' allowances and expenses | |
| Class3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk. |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk. | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | | |
| Agendas of meetings (as above) | | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | | |
| Responses to consultation papers | | |
| Responses to planning applications | Hard and electronic copies can be requested from the Town Clerk. | |
| Bye-laws | Website | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk. | |
| 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 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 | | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Records management policies (records retention, destruction and archive) | | |
| Schedule of charges (for the publication of information) | | |
| Class 6 – Lists and Registers | | |
| Register of members' interests | | District Council website – Link on website. |
| Register of gifts and hospitality | | |
| 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 | | Available free on the Woodbridge Town Council website: |

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| Allotments | www.woodbridge-suffolk.gov.uk |
| Quaker Burial grounds | |
| Community hall | |
| Parks, playing fields and recreational facilities | |
| Seating, litter bins, clocks, memorials and lighting | Hard copies can be requested from the Town Clerk. |
| Markets | Hard and electronic copies can be requested from the Town Clerk. |
| Public conveniences | Website |
| A summary of services for which the council is entitled to recover a fee, together with those fees | Hard and electronic copies can be requested from the Town Clerk. |
| | Website |

Contact details: Mr Greg Diaper, Town Clerk, Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP Tel: 01394 383599 Email: townclerk@woodbridge-suffolk.gov.uk Website: www.woodbridge-suffolk.gov.uk

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 @ 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

Approved – Town Council – 17.06.26

Review – Civic Term