

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

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Available free on the Woodbridge Town Council website:
Who’s who on the Council and its Committees	www.woodbridge-suffolk.gov.uk
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copies can be requested from the Town Clerk.
Location of main Council office and accessibility details	Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP 09:00 – 17:00, Monday – Friday. 01394 383599, option 4.
Staffing structure	Website
Class 2 – 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:
Current and previous financial year	www.woodbridge-suffolk.gov.uk
Annual return form and report by auditor	Hard copies can be requested from the Town Clerk.
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	
Class 3 – 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.

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk</p> <p>Hard copies can be requested from the Town Clerk.</p>
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	
Bye-laws	Hard and electronic copies can be requested from the Town Clerk.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Schedule of charges (for the publication of information)</p>	<p>Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk</p> <p>Hard copies can be requested from the Town Clerk.</p>
<p>Class 6 – Lists and Registers</p> <p>Register of members' interests</p> <p>Register of gifts and hospitality</p>	<p>District Council website – Link on website.</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Available free on the Woodbridge Town Council website:</p>

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