

**Information available from Southwold Town Council under the Model Publication Scheme Reviewed ...May .....2022**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Information freely accessible on the website E mail request to admin@southwoldtowncouncil.com Hard copy,	Free  Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Town Hall Noticeboard & website E mail request to admin@southwoldtowncouncil.com Hardcopy	Free  Free 10p per A4 sheet
Location of main Council office and accessibility details	Website, email E mail for details of accessibility Hard Copy	Free  10p per A4 sheet
Staffing structure	Website, Hard copy	Free 10p per A4 sheet
<p><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). Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website, by e mail Hard copy from Clerk	Free 10p per A4 sheet
Finalised budget	Website, e mail Hard copy	Free 10p per A4 sheet
Precept	E mail / hard copy	Free/ 10p per page
Borrowing Approval letter	Hard copy	10p per page
Financial Standing Orders and Regulations	Website/ e mail Hard copy	Free 10p per A4 sheet
Grants given and received	Recorded in Minutes – see website	Free
List of current contracts awarded and value of contract	Recorded in Minutes – see website Hard copy	Free 10p per A4 sheet

Members' allowances and expenses	Recorded in Minutes – see website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan	Hard copy / website/ e mail	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 sheet Free
Quality status	Hard copy when applicable	10p per page
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard Website/ e mail Hard copy	Free Free 10 per sheet
Agendas of meetings (as above)	Noticeboard/website/ e mail Hard copies	Free 10p per A4 sheet
Minutes of meetings (as above) – (nb this will exclude information that is properly regarded as private to the meeting).	Hard copy Website/ e mail	10p per A4 sheet Free
Committee Reports presented to council meetings – (nb this will exclude information that is properly regarded as private to the meeting and will exclude working group reports).	Hard copy e mail	10p per A4 sheet Free
Responses to consultation papers	Hard copy from Clerk E mail	10p per A4 sheet Free
Responses to planning applications	Formal response in Minutes – see website Hard copy	Free 10p per A4 sheet
Bye-laws	N/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website  Hard copy	Free  10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Website Hard copy	Free 10p per A4 sheet

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)		
Information security policy	Website/ hard copy	Free/10p per sheet
Schedule of charges (for the publication of information)	Website/ e mail / hard copy	Free/ 10p per A4
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	some information may only be available by inspection	
Assets Register	Hard copy available to view.	Free
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)	Not kept	N/A
Register of members' interests	East Suffolk Council website	Free
Register of gifts and hospitality	East Suffolk Council website	Free
<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	( some information may only be available by inspection)	
Allotments	Verbally on request	) 10p
Burial grounds and closed churchyards	Verbally on request	) per A4
Community centres and village halls	Verbally on request	) sheet
Parks, playing fields and recreational facilities	Verbally on request	
Seating, litter bins, clocks, memorials and lighting	Verbally on request	
Bus shelters	Verbally on request	
Markets	Verbally on request	)
Public conveniences	Verbally on request	)
Agency agreements	Verbally on request	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Verbally on request	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet, 20p per A3 sheet (black & white)	Estimate of actual costs
	(colour)	Estimate of actual costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	n/a
<b>Other</b>	n/a	N/A

Contact Details  
Southwold Town Council  
Town Hall  
Market Place  
Southwold  
IP18 6EF  
Tel 01502 722576 e mail [admin@southwoldtowncouncil.com](mailto:admin@southwoldtowncouncil.com)