



# Sudbury Town Council

## Information available from Sudbury Town Council under the model publication scheme:

<b>Information to be published</b>		
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts, constitutional and legal governance). This will be current information only.	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	<a href="#">Website</a>	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council offices and accessibility details	Website	Free
Staffing structure	Website	Free
<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	Website Accounts available as a hard copy	Free 10p per sheet + postage
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet + postage
Finalised budget	Website	Free
Precept	Website	Free



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Borrowing Approval letter	Hard copy	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	Free 10p per sheet + postage
Members' allowances and expenses	Hard copy	Free 10p per sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet + postage
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet + postage
Audit Reports	Website	Free



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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	These are included in minutes & available on the planning page of the website	Free
Bye-laws	Hard copy	10p per sheet + postage
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference (structures)</p>	Website	Free



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Delegated authority in respect of officers Code of Conduct Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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)	Website or hard copy; some information may only be available by inspection	Free 10p per sheet + postage
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<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)	Website or hard copy Some information may only be available by inspection	Free 10p per sheet + postage
Assets register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free



# Sudbury Town Council

<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	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Hard copy	10p per sheet + postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

## Contact details:

Mr Ciaran Griffin

Town Clerk

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## Schedule of Charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class