

## Information available from Framlingham Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>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	Website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy <a href="mailto:townclerk@framlingham.com">townclerk@framlingham.com</a> or 01728 720183	Free 10p per sheet
Location of main Council office and accessibility details	Town Council Office 10 Riverside Framlingham Suffolk IP13 9AG – parking available	
Staffing structure	None just the Town Clerk	

<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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Available in the minutes published on the website or hard copy</p>	<p>Free</p> <p>10p per sheet</p>
Annual return form and report by auditor	Hard copy contact Town Clerk	10p per sheet
Finalised budget	Hard copy contact Town Clerk	10p per sheet
Precept	Hard copy contact Town Clerk	10p per sheet
Borrowing Approval letter	none	
Financial Standing Orders and Regulations	Hard copy contact Town Clerk	10p per sheet
Grants given and received	Hard copy contact Town Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy contact Town Clerk	10p per sheet
Members' allowances and expenses	Hard copy contact Town Clerk	10p per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p>	
Parish Plan (current and previous year as a minimum)	2001 -Hard copy contact Town Clerk	10p per sheet

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy contact Town Clerk	10p per sheet
Quality status	17 <sup>th</sup> November 2006	10p per sheet
Local charters drawn up in accordance with DCLG guidelines	none	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on website/notice boards. Or hard copy contact Town Clerk	10p per sheet
Agendas of meetings (as above)	Available free on website/notice boards. Or hard copy contact Town Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available free on website. Or hard copy contact Town Clerk	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy contact Town Clerk	10p per sheet
Responses to consultation papers	Hard copy contact Town Clerk	10p per sheet
Responses to planning applications	Available free on website. Or hard copy contact Town Clerk	10p per sheet

Bye-laws	Hard copy contact Town Clerk	10p per sheet
<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>	(hard copy or website)	
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 contact Town Clerk with specific requests for any policies	10p per sheet
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)	Hard copy contact Town Clerk with specific requests for any policies	10p per sheet
Information security policy	none	

Records management policies (records retention, destruction and archive)	none	
Data protection policies	Hard copy contact Town Clerk	10p per sheet
Schedule of charges (for the publication of information)	Attached	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy contact Town Clerk	10p per sheet
Assets Register	Hard copy contact Town Clerk	10p per sheet
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)	none	
Register of members' interests	Hard copy contact Town Clerk	10p per sheet
Register of gifts and hospitality	Hard copy contact Town Clerk	10p per sheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy contact Town Clerk	10p per sheet

Burial grounds and closed churchyards	Hard copy contact Town Clerk	10p per sheet
Community centres and village halls	none	
Parks, playing fields and recreational facilities	Fen Meadow and Pageant Field. Hard copy contact Town Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy contact Town Clerk	10p per sheet
Bus shelters	none	
Markets	Tuesday and Saturday. Hard copy contact Town Clerk	10p per sheet
Public conveniences	none	
Agency agreements	none	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy contact Town Clerk	10p per sheet
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:  
 Mrs Eileen A Coe (Town Clerk)  
 10 Riverside  
 Framlingham  
 Suffolk  
 IP13 9AG**

**01728 720183    [townclerk@framlingham.com](mailto:townclerk@framlingham.com)    [www.framlingham.com](http://www.framlingham.com)**

**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 sheet (black & white)	Actual cost of photocopying
	Photocopying @ .p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

- the actual cost incurred by the public authority