



## 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 Free parking available in Co-op car park opposite	

Staffing structure	Town Clerk/RFO (Full Time), Office Assistant (Part Time), Admin Assistant (Part Time)	
<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	(hard copy and/or website)  Available in the minutes published on the website or hard copy	Free  10p per sheet
Annual return form and report by auditor	Website Hard copy contact Town Clerk	10p per sheet
Finalised budget	Website 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	Website Hard copy contact Town Clerk	10p per sheet
Grants given and received	Website 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

<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)	
Parish Plan 2001	2001 -Hard copy contact Town Clerk	10p per sheet
Neighbourhood Plan 2016	Website Hard copy contact Town Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum) Working Groups inform Infrastructure Planning Committee Consultation Events on Market Hill Priorities Surveys	Website  Hard copy contact Town Clerk	10p per sheet
Quality status Local council Award Scheme 'Foundation Award' Local Council Award Scheme 'Quality' Award application in process	17 <sup>th</sup> November 2006/2010 1 <sup>st</sup> January 2015/16	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 All Councillors provided with information/Policies/Standing Orders etc on appointment and opportunity for training	(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 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 Library. 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	Within minutes of meeting Or hard copy contact Town Clerk	10p per sheet
Bye-laws	Hard copy contact Town Clerk	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders  Delegated authority in respect of officers  Code of Conduct  Terms of Reference  Financial regulations  All Town Council Policies</p>	<p>Website  Hard copy contact Town Clerk with specific requests for any policies</p>	<p>10p per sheet</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  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard copy contact Town Clerk with specific requests for any policies</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>none</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website  Hard Copy contact Town Clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy contact Town Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges )for the publication of information)</p>	<p>Attached</p>	

<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	SCDC via Website link or 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	Fens 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
Welcome Pack for new residents	Hard copy contact Town Clerk	Free
Town Guide, Town Trail, Walk Cards, Cemetery leaflet, Countryside Walks, Brownsord Way, Annual Newsletter	Hard copy contact Town Clerk	Free
<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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost of photocopying
	Photocopying @ 20p per sheet (colour)	Actual cost of photocopying
	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