

Sudbury Town Council Guide to Information

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Available online or hard copy (on request) unless specified	Hard copies 10p per sheet plus postage
Who's who on the Council and its Committees		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council offices and accessibility details		
Staffing structure		
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) Current and previous financial year as a minimum	Available online or hard copy (on request) unless specified	Hard copies 10p per sheet plus postage
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		

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Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Available online or hard copy (on request) unless specified	Hard copies 10p per sheet plus postage
Parish Plan (current and previous year as a minimum)		
Annual Report to Town Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Available online or hard copy (on request) unless specified	Hard copies 10p per sheet plus postage
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Available online, or hard copy on request (unless specified)	Hard copies 10p per sheet (plus postage)
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		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	Available online, or hard copy on request (unless specified)	Hard copies 10p per sheet (plus postage)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
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)		
Register of members' interests		
Register of gifts and hospitality		

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Available online, or hard copy on request (unless specified)	Hard copies 10p per sheet (plus postage)
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details:

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Town Clerk

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Schedule of Charges

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