

Information available from SAXMUNDHAM TOWN COUNCIL under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Town Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Town Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Saxmundham Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy and Website	
Finalised budget	Hard copy and Website	
Precept	Hard copy and Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy and Website	
Grants given and received	Website through the accounts	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing		
Annual 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		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	

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Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Minutes on Website	
Responses to planning applications	Minutes on Website	
Bye-laws	N/A	
Class 5 – Our policies and procedures		
<ul style="list-style-type: none"> • 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 	All on Website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Hard copy or Website	
Information security policy <ul style="list-style-type: none"> • Records management policies (records retention, destruction and archive) • Data protection policies • Schedule of charges (for the publication of information) 	All on website or hard copy	
Class 6 – Lists and Registers		
Assets register	Website	
Disclosure log	On Minutes	
Register of members' interests	With ESDC	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		

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Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	On website	
Parks, playing fields and recreational facilities	On website	
Seating, litter bins, clocks, memorials and lighting	On website	
Bus shelters	On website	
Markets	On website	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

The Clerk, Old Police Station, Station Approach, Saxmundham IP17 1BW

Phone: 01728 604595

Email: townclerk@saxmundham-tc.gov.uk

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
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

Adopted by _____ Date _____ Minute Item _____