

Local Government Transparency Code 2015 Annual Report 2023 - 2024

This Local Government Transparency Code 2015 was issued to meet the government’s desire to place more power into citizens’ hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services. Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society.

For more information on the Local Government Transparency Code: <https://www.gov.uk/government/publications/local-government-transparency-code-2015>

The Code requires all Parish Councils to publish data if they have a gross annual income or expenditure exceeding £200,000. The Code specifies how frequently data is to be published, be it quarterly, annually or once only, but in many cases encourages more frequent publication. Saxmundham Town Council aims to publish information on a more frequent basis where it considers this would be beneficial. In accordance with the Code, we publish the following reports:

Annually	Quarterly
Local Authority Land and Property – Within This Report	Expenditure Exceeding £500 – All Monthly Transactions Published On Website
Constitution – Standing Orders and Financial Regulations – On Website	Parking Spaces – N/A
Grants to Local Organisations – Within This Report	Parking Account – N/A
Staff Organisation Chart – Within This Report	Procurement Information – Tenders and Contracts – Within This Report
Staff Pay Multiple – N/A	Trade Union Facility Time – N/A
Senior Salaries Exceeding £50,000 – N/A	Government Procurement Card Transactions – N/A
Social Housing Asset Value – N/A	Waste Contracts – Within This Report
Fraud – N/A	

TRANSPARENCY CODE – LAND AND PROPERTY REPORT – 2023-2024

Description	Title Number	Location	Map Reference
Office Building	TBC	Town House, Station Approach, Saxmundham, IP17 1BW	1.49132 E 52.21486 N
Recreation Ground/Skate Park	TBC	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N
Play Area	Not known	Seaman Avenue, Saxmundham, IP17 1FE	1.48240 E 52.21419 N
Play Area	SK221918	Chantry Road, Saxmundham, IP17 1DJ	1.49065 E 52.21391 N
Youth Booth	TBC	Memorial Field, Rendham Road, Saxmundham, IP17 1FE	1.48242 E 52.21529 N

TRANSPARENCY CODE – GRANTS REPORT – 2023-2024

Date	Organisation	Charity/Voluntary	Grant Awarded	Details	Power
April and October 2023	Saxmundham Market Hall	Charity	£16,000	Operating Costs	Local Government Act (Misc Provisions) 1976 s.19
April 2023	IP17 Good Neighbours Scheme	Charity	£10,000	Operating Costs	Local Government Act 1972 s.137
May 2023	The Art Station	Charity	£1,500	Operating Costs	Local Government Act 1972 s.145
July 2023	Saxmundham Museum	Charity	£1,250	Operating Costs	Local Government Act 1972 s.145
July 2023	Saxmundham Music & Arts CIC	Charity	£2,400	Event Support	Local Government Act 1972 s.145
August 2023	Britten Pears Arts	Charity	£1,000	Event Support	Local Government Act 1972 s.137
August 2023	School Uniform Organisers	Voluntary	£100	Event Support	Local Government Act 1972 s.137
August 2023	Smile Community Cafe	Voluntary	£450	Event Support	Local Government Act 1972 s.137

September 2023	Saxmundham Carpet Bowls Club	Voluntary	£250	Equipment	Local Government Act 1972 s.137
September 2023	On y Va French Dance Music Club	Voluntary	£72	Event Support	Local Government Act 1972 s.137
October 2023	Saxmundham and District CIC	Charity	£1,000	Equipment	Local Government Act 1972 s.137
November 2023	Saxmundham Adventure Playground	Voluntary	£1,000	Equipment	Local Government Act 1972 s.144
November 2023	Young People Taking Action	Charity	£3,000	Operating Costs	Local Government Act 1972 s.144
March 2024	Greener Sax Community Garden	Voluntary	£500	Equipment	General Power of Competence
March 2024	Station Adopters	Voluntary	£127	Equipment	General Power of Competence

TRANSPARENCY CODE – PROCUREMENT INFORMATION – 2023-2024

Exceeding £5,000 by value

Details of invitations to tender for contracts to provide goods and/or services with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

There were no invitations to tender or contracts exceeding £5,000 in 2023/2024

TRANSPARENCY CODE – STAFF ORGANISATION REPORT – 2023-2024

Town Clerk/Responsible Financial Officer

LC3 SCP 35

35 hours

townclerk@saxmundham-tc.gov.uk

Deputy Town Clerk

LC2 SCP 24

15 hours

deputytownclerk@saxmundham-tc.gov.uk

Assistant Town Clerk

LC2 SCP 16

15 hours

assttownclerk@saxmundham-tc.gov.uk

Community Officer

LC2 SCP 19

15 hours

community@saxmundham-tc.gov.uk

Environment Officer

LC2 SCP 19

8 hours

environment@saxmundham-tc.gov.uk

Caretaker

LC2 SCP 17

20 hours

caretaker@saxmundham-tc.gov.uk

WASTE CONTRACTS REPORT – 2023-2024

Exceeding £5,000 by value

Details of waste contracts with a value in excess of £5,000 will be provided no later than one month after the end of the quarter in which they are issued.

There were no waste contracts in excess of £5,000 in 2023/2024