



# **SAXMUNDHAM TOWN COUNCIL**

## **MODEL PUBLICATION SCHEME 2025**

Review Body: Resources Committee  
Policy Approved: Town Council  
Approval Date: March 2025  
Minute Item: 146/24TC  
Review Period: Annual  
Next Review: March 2026



### Information available from Saxmundham Town Council under the Freedom of Information Act 2000

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways -

- (1) public authorities are obliged to publish certain information about their activities and
- (2) members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Public authorities include government departments, local authorities, the NHS, state schools and police forces. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data. If a member of the public wishes to Refer to information that a public authority holds about them, they should make a subject access request under the General Data Protection Regulation 2018.

#### Contact details:

Saxmundham Town Council  
Town Clerk, The Town House, Station Approach, Saxmundham, IP17 1BW  
Telephone: 01728 604595  
Email: [townclerk@saxmundham-tc.gov.uk](mailto:townclerk@saxmundham-tc.gov.uk)  
Website: [www.saxmundham.org](http://www.saxmundham.org)

#### Schedule of Charges:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at 25p per sheet (black and white)	Actual cost
Disbursement cost	Photocopying at 50p per sheet (colour)	Actual cost
Time cost	Scanning sheet and email at £1 per sheet	5 minutes at £12 per hour
Postage cost	Postage charge	Royal Mail second class



Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do.</b>		
Who's who on the Council and its committees and responsibilities.	Town Council website.  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
Contact details for Town Clerk and Council members.	Town Council website.  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
Location of main Council office and accessibility details.	Website.  Accessibility details available from the Town Clerk.	Free  Free
<b>Class 2 – What we spend and how we spend it.</b>		



Annual Governance and Accountability Return and reports by internal and external auditors.	Current and previous financial years on Town Council website.  Email and hard copies of current and previous financial years available from the Town Clerk.	Free  Refer to Schedule of Charges
Budget.	Current and previous financial years on Town Council website.  Email and hard copies of current and previous years available from the Town Clerk.	Free  Refer to Schedule of Charges
Precept.	Email and hard copies of current and previous financial years available from the Town Clerk.	Refer to Schedule of Charges
Borrowing Approval Letter.	Email and hard copies available from the Town Clerk.	Refer to Schedule of Charges
Financial Standing Orders and Regulations.	Town Council website.  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
Grants given and received.	Current year's minutes on Town Council website.  Email and hard copies of current year and previous years' minutes available from the Town Clerk.	Free  Refer to Schedule of Charges
List of current contracts awarded and value of	Current year's minutes on Town Council website.	Free



contract.	Email and hard copies of current year and previous years' minutes available from the Town Clerk.	Refer to Schedule of Charges
Members' allowances and expenses.	Current year's minutes on Town Council website.  Email and hard copies of current year and previous years' minutes available from the Town Clerk.	Free  Refer to Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing.</b>		
Strategic Objectives	Town Council website.  Email and hard copies available from Town Clerk.	Free  Refer to Schedule of Charges
Town and Neighbourhood Plans	Neighbourhood Plan information is available at <a href="http://www.saxplan.org">www.saxplan.org</a> .  Email and hard copies of current year and previous years' minutes available from the Town Clerk.	Free  Refer to Schedule of Charges
Annual Report to Town Meeting.	Current year's minutes and reports on Town Council website.  Email and hard copies of current year and previous years' minutes and reports available from the Town Clerk.	Free  Refer to Schedule of Charges
Quality status.	No quality status at present.	n/a



Local charters drawn up in accordance with DCLG guidelines.	No local charters at present.	n/a
<b>Class 4 – How we make decisions.</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings).	Current year's timetable on Town Council website.  Email and hard copies of current year and previous years' timetable available from the Town Clerk.	Free  Refer to Schedule of Charges
Agendas of meetings (as above).	Latest agenda on Town Council website and noticeboards.  Email and hard copies of current and previous agendas available from the Town Clerk.	Free  Refer to Schedule of Charges
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Current year's minutes on Town Council website.  Email and hard copies of current year and previous years' minutes available from the Town Clerk.	Free  Refer to Schedule of Charges
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Email and hard copies of reports available from the Town Clerk.	Refer to Schedule of Charges
Responses to consultation papers.	Email and hard copies available from the Town Clerk.	Refer to Schedule of Charges
Responses to planning applications.	Available to view on East Suffolk Council's website:	Free



	<a href="http://www.eastsuffolk.gov.uk/planning/planning-applications">www.eastsuffolk.gov.uk/planning/planning-applications</a>  Email and hard copies available from Town Clerk.	Refer to Schedule of Charges
Bye-laws.	No bye-laws at present.	n/a
<b>Class 5 – Our policies and procedures.</b>		
Policies and procedures for the conduct of council business:  Standing Orders Committee Terms of Reference Delegated authority in respect of Officers LGA Model Councillor Code of Conduct 2020 Policy Statements	Policies available on Town Council website.  Email and hard copies of policies and procedures available from the Town Clerk.	Free  Refer to Schedule of Charges
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) Terms and conditions of employment Job descriptions Policies and procedures for handling requests for information	Terms and conditions of employment and job descriptions available by email and hard copies available from the Town Clerk. Exclusions - appraisals, specific salary details, disciplinary records, sickness records and any other personal data protected by the GDPR 2018.  Current vacancies are advertised on the Town Council website and noticeboards and by word of mouth.  Complaints Policy and GDPR Policies available on	Refer to Schedule of Charges      Free      Free



Complaints procedures.	Town Council website.  Email and hard copies available from the Town Clerk.	Refer to Schedule of Charges
Information security policy.	Information Protection Policy, Data Protection Policy, and Data Breach Policy - email and hard copies available from the Town Clerk.	Refer to Schedule of Charges
Records management policies (records retention, destruction and archive).	Document Retention Policy - email and hard copy available from the Town Clerk.	Refer to Schedule of Charges
Data protection policies.	Registered with the Information Commissioner's Office and compliant with the GDPR 2018.  As above - email and hard copies of policies available from the Town Clerk.	Refer to Schedule of Charges
Schedule of charges (for the publication of information).	Charges detailed in this document which is available on Town Council website.  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
<b>Class 6 – Lists and Registers.</b>		
Assets register.	Town Council website.  Email and hard copies available from the Town	Free  Refer to Schedule of Charges





	Clerk.	
Risk assessment.	Town Council website.  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by Town Councils).	Email and hard copies available from the Town Clerk.	Refer to Schedule of Charges
Register of members' interests.	Available to view on East Suffolk Council's website: <a href="http://www.eastsuffolk.gov.uk/yourcouncil/town- and-Town-councils">http://www.eastsuffolk.gov.uk/yourcouncil/town- and-Town-councils</a>  Email and hard copies available from the Town Clerk.	Free  Refer to Schedule of Charges
Register of gifts and hospitality.	No gifts or hospitality received.	
<b>Class 7 – The services we offer.</b>		
Allotments.	n/a	
Burial grounds and closed churchyards.	n/a	
Community centres and village halls.	Town Council website.	Free
Parks, playing fields and recreational facilities.	Town Council website.	Free
Seating, litter bins, dog waste bins, memorials	Town Council website.	Free



and lighting.		
Bus shelters.	Top of Church Road.	Free
Markets.	Town Council website.	Free
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	