



## **BURY ST EDMUNDS TOWN COUNCIL**

Town Council Offices, 79 Whiting Street, Bury St Edmunds, Suffolk. IP33 1NX.

**Information available from Bury St Edmunds Town Council under the Information Commissioner's Office.**

### **Publication Scheme**

The policy of this publication scheme is to be a means by which the authority can make a significant amount of information available routinely and develop a culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to act within the legal framework and to provide a leadership focus for the community.

Attached is Bury St Edmunds Town Council's publication scheme that defines information the Town Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of public is seeking to obtain a copy of information included in this Town Council's publication scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

### **Confidentiality Notice**

The Town Council's policy is to be as open as possible and supply the information requested but the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

### **Requests for Information**

Requests for information must be made to the Town Council at the above address and include details of the applicant and the information sought. The applicant has two rights:

- (i) To be told whether the information is held by a local council and to receive the information as a copy or summary, if considered to be in the public interest and
- (ii) Whether a fee is required.

## Responsibility for the Publication Scheme

The Town Clerk is responsible for maintaining the scheme on a day-to-day basis on behalf of the Town Council. Bury St Edmunds Town Council approved the publication scheme on the 27 March 2024.

### Contact Details

Town Clerk

Bury St Edmunds Town Council

Council Offices, 79 Whiting Street, Bury St Edmunds, Suffolk. IP33 1NX

Tel: 01284 725111 e-mail: jodie.budd@burystedmunds-tc.gov.uk

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do.</b> (Organisational information, structures, locations, and contacts)	Hard copy and/or website	
Who's who on the Council and its Committees	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and e-mail address (if used))	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Location of main Council Office and accessibility details	Bury St Edmunds Town Council Monday – Thursday 9am – 5pm Friday 9am – 4.30pm	
Staffing structure	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
<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		
Annual return form and report by auditor	Hard copy – contact Town Clerk	10p/sheet
Finalised budget	Website Hard copy – contact Town Clerk	Free 10p/sheet

Precept	Hard copy – contact Town Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Town Clerk	10p/sheet
Financial regulations and Standing Orders	Website Hard copy – contact Town Clerk	Free 10p/sheet
Grants given and received	Website Hard copy – contact Town Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Town Clerk	10p/sheet
Members’ allowances and expenses	Hard copy – contact Town Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing.</b> (Strategies and plan, performance indicators, audits, inspections, and reviews).		
Business Plan	Website Hard copy – contact Town Clerk	Free 10p/sheet
Annual Report to Town Meeting (current and previous as a minimum)	Website Hard copy – contact Town Clerk	Free 10p/sheet
Quality status (if applicable)	Hard copy of certificate – contact Town Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Town Clerk	10p/sheet
<b>Class 4 – How we make decisions.</b> (Decision making processes and records of decisions). Current and previous council as a minimum		
Timetable of meetings (council, any committees/sub-committee meetings, and parish meetings).	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website/Notice Board	Free 10p/sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	Free 10p/sheet

Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	Free 10p/sheet
Responses to consultation papers	Website Hard copy – contact Town Clerk.	Free 10p/sheet
Responses to planning applications	Website Hard copy – contact Town Clerk	Free 10p/sheet
Bye-laws	Hard copy – contact Town Clerk	10p/sheet
<b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.		
Policies and procedures for the provision of services and about the employment of staff:  Procedural Standing Orders Committee and Sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements	Website Hard copy – contact Town Clerk	Free 10p/sheet
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) Policies and procedures for handling requests for information Complaints procedures (including those covering request for information and operating the publication scheme).	Website Hard copy – contact Town Clerk.	Free 10p/sheet
Information security policy	Website Hard copy – contact Town Clerk	Free 10p/sheet

Records management policies (records retention, destruction, and archive)	Website Hard copy – contact Town Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website/Notice Board	Free
<b>Class 6 – Lists and Registers</b> Current maintained lists and registers only		
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/sheet
Assets Register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by the Town Council).	Hard copy – contact Town Clerk	10p/sheet
Register of members' interests	Website Hard copy – contact Town Clerk	Free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Town Clerk	10p/sheet
<b>Class 7 – The services we offer.</b> (Information about the services we offer, including leaflets, and guidance)		
Allotments Plan of site and standard tenancy agreement	Website Hard copy – contact Town Clerk	Free 10p/sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	Website Hard copy – contact Town Clerk	Free 10p/sheet