



NEEDHAM MARKET TOWN COUNCIL

Information available from Needham Market Council under the Freedom of Information Act Model Publication Scheme

INFORMATION PUBLISHED	WHERE TO ACCESS THE INFORMATION
Class1 - Who we are and what we do: (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	Information available on the Town Council's website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number)	
Location of main Council office and accessibility details	
Staffing structure	Available on request from the Clerk
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:	
Annual return form and report by auditor	Available on request from the Clerk and on the Town Council's website
Finalised budget	

Precept	Information available on the Town Council's website	
Financial Standing Orders and Regulations		
Grants given and received		Available on request from the Clerk
List of current contracts awarded and value of contract		Available on request from the Clerk
Members' allowances and expenses		Available on request from the Clerk

Class 3 – What our priorities are and how we are doing: (Strategies and plans, performance indicators, audits, inspections)	
Needham Market Neighbourhood Plan	Available on the Town Council's and Mid Suffolk District Council's website
Annual Report to Town Meeting (current and previous year as a minimum)	Available on the Town Council's website
Community Infrastructure Investment Plan	Available on the Town Council's website

Class 4 – How we make decisions: (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, Council's Committees)	Information available on the Town Council's website & the Town Council's main Notice Boards (Office and High Street)
Agendas of meetings (as above)	
Minutes of meetings (as above) – NB. this will exclude information that is subject to the Public Bodies (Admission to Meetings) Act 1960	
Reports presented to council meetings – NB. this will exclude information that is subject to the Public Bodies (Admission to Meetings) Act 1960	Available on request from the Clerk
Responses to consultation papers	Available on request from the Clerk
Responses to planning applications	Available to view on Mid Suffolk District Council's Planning Portal

Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	
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Policies and procedures for the conduct of council business: Procedural standing orders, Committee terms of reference Delegated authority in respect of officers, Code of Conduct Policy statements	Available on request from Clerk
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 requests for information and operating the publication scheme)	Available on the Town Council's website
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	Information available on the Town Council's website

Class 6 – Lists and Registers: Currently 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)	Available on request from the Clerk Register of Members' Interests also available on Mid Suffolk District Council's website
Assets Register	
Register of Members' Interests	
Register of gifts and hospitality	
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	
Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters, Public conveniences, Agency agreements A summary of services for which the council is entitled to recover a fee	Information available on the Town Council's website

Contact details:

All requests for information should be made in writing to The Town Clerk, Town Council Office, School Street, Needham Market IP6 8BB email clerk@needhammarkettc.f9.co.uk.

Freedom of Information Requests

Needham Market Town Council welcomes enquiries from the public about its daily business as the public has a general right of access to information in recorded form held by public authorities. The Town Council is currently working towards having the majority of its policies and procedures on their website so that the public can access information easily at their leisure. To apply for information please put your request in writing to the clerk stating your name and address for correspondence. It would be helpful if you described the information requested clearly. A request for information will be complied with, within 20 working days of receiving the request although most simple requests will be dealt with within 5 working days.

Charges for Information Requests

If the information you request is easily available and can be sent electronically no charge will be made. However, if the information requires the Clerk to spend time collating the information and manually copying documents a minimum charge of £6.25 will be made to cover the Clerk's time. In addition to the Clerk's time a charge will be made for printing or photocopying at 10p per A4 sheet black and white and 40p per A4 sheet colour. If postage is required, this will be at cost price. For more complex requests we charge £25.00 an hour. The Clerk will prepare an estimate for complex requests taking into account the time it will take to locate, retrieve, extract, prepare and post the information requested. The Clerk is allowed to use some discretion when calculating charges.

Situations where the council would not provide the information requested

Requests for information may be refused when such a request imposes a significant financial and human resource burden and also:

- is designed to cause disruption and annoyance
- has the effect of harassing the Town Council
- can be characterised as obsessive or manifestly unreasonable
- the effect of redaction would render the information worthless
- if the cost of the request would exceed the appropriate limit as prescribed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI 2004/3244

Approved by Full Council on the 19th July 2023

Signed by the Clerk