

Stowmarket Town Council

Publication Scheme



1. Who we are and what we do

The Town Council serves a population of approximately 20,000 people in four wards, is made up of 16 elected members and backed up by a staff of over 30. We are based at Milton House, Milton Road South, Stowmarket, Suffolk IP14 1EZ

The Town Council's Mission Statement is:

"To serve the people of Stowmarket"

Our contact details are as follows:

Tel: 01449 612060

Fax: 01449 775103

Email: info@stowmarket.org

Website: www.stowmarket.org

Our Town Clerk and Responsible Financial Officer is David Blackburn. He can be contacted on 01449 612060 or email at davidb@stowmarket.org

Our office opening hours are:

Monday to Thursday 9am – 5pm

Fridays 9am – 4.30pm

How can information be obtained?

Information covered by the Stowmarket Town Council Publication Scheme is available in a number of ways. We endeavour to make the majority of information available via our website, however, not all information is available in all formats.

We will dispatch the information requested within 20 working days from receipt of request and fee if applicable.

Website: www.stowmarket.org

Postal requests: Michelle Marshall
Deputy Town Clerk
Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
Suffolk
IP14 1EZ

Email requests: info@stowmarket.org

Alternatively call in at the Town Council Offices at the above address. We are open Monday to Thursday 9.00am – 5.00pm and Friday 9.00am – 4.30pm.

Will a charge be made?

Much of our information is on our website which is available free of charge. For other information a charge may be levied. Where a fee is charged, confirmation of the fee will be given prior to the information being provided. Where hard copy is shown, it may be possible to provide this by email free of charge.

Type of charge	Description	Charges (inclusive of VAT). Charge waived if the total of disbursements is less than £10.
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Internal review

If you are unhappy with the reply you have received from us you have the right to ask for an internal review.

The review will be undertaken by the Stowmarket Town Council Audit and Governance Committee. Please contact the Town Clerk in the first instance.

Who is responsible for the Publication Scheme?

The Stowmarket Town Council Publication Scheme is maintained by the Deputy Town Clerk.

Any enquiries about the Publication Scheme and requests for information should be addressed to the Deputy Town Clerk at the Town Council Offices.

General information regarding the Publication Scheme and the Freedom of Information Act 2000 can be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 08456 306060

Website: www.ico.gov.uk

Review

Stowmarket Town Council will review the Publication Scheme annually.

2. What we spend our money on and how we spend it

Information	How it can be obtained	Charge applied
Statements of accounts	Hard copy (contact Deputy Town Clerk) Website	Yes No
Annual Return	Hard copy (contact Deputy Town Clerk) Website	Yes No
Precept	Hard copy (contact Deputy Town Clerk)	Yes
Financial Regulations	Hard copy (contact Deputy Town Clerk)	Yes
Precept requests	Hard copy (contact Deputy Town Clerk)	Yes
Grants given	Hard copy (contact Deputy Town Clerk) Website	Yes No
Grants received	Hard copy (contact Deputy Town Clerk)	Yes
Members allowances and expenses	Hard copy (contact Deputy Town Clerk)	Yes
Finalised budget	Hard copy (contact Deputy Town Clerk)	Yes

3. What our priorities are and how we are doing

Information	How it can be obtained	Charge applied
Report to Annual Town Meeting	Hard copy (contact Deputy Town Clerk) Website	Yes No
Corporate Plan	Hard copy (contact Deputy Town Clerk)	Yes

4. How we make decisions

Information	How it can be obtained	Charge applied
Timetable of meetings	Hard copy (contact Deputy Town Clerk) Website	Yes No
Minutes of Council and Committee meetings	Hard copy (contact Deputy Town Clerk) Website	Yes No
Agendas for forthcoming meetings	Hard copy (contact Deputy Town Clerk) Website	Yes No
Reports to Council and Committees (excluding confidential reports)	Hard copy (contact Deputy Town Clerk)	Yes
Standing Orders	Hard copy (contact Deputy Town Clerk) Website	Yes No
Responses to Consultation Papers	Hard copy (contact Deputy Town Clerk)	Yes
Responses to Planning Applications	Hard copy (contact Deputy Town Clerk)	Yes

5. Our Policies and Procedures

Information	How it can be obtained	Charge applied
Corporate Plan	Hard copy (contact Deputy Town Clerk)	Yes
Standing Orders	Hard copy (contact Deputy Town Clerk) Website	Yes No
Health and Safety Policy	Hard copy (contact Deputy Town Clerk)	Yes
Equal Opportunities Policy	Hard copy (contact Deputy Town Clerk)	Yes
Complaints Procedure	Hard copy (contact Deputy Town Clerk)	Yes
Job Descriptions	Hard copy (contact Deputy Town Clerk)	Yes
Performance Standards	Hard copy (contact Deputy Town Clerk)	Yes
Code of Conduct for Employees	Hard copy (contact Deputy Town Clerk)	Yes
Current vacancies	Hard Copy (contact Deputy Town Clerk) Email (contact Deputy Town Clerk)	No No

6. Lists and Registers

Information	How it can be obtained	Charge applied
Register of Members Interests	Hard copy (contact Deputy Town Clerk)	Yes
Members Declaration of Acceptance of Office	Hard copy (contact Deputy Town Clerk)	Yes
Register of gifts and hospitality	Hard copy (contact Deputy Town Clerk)	Yes

7. The Services we offer

Information	How it can be obtained	Charge applied
Allotments	Hard copy (contact Deputy Town Clerk) Website	Yes No
Cemeteries	Hard copy (contact Deputy Town Clerk) Website	Yes No
Recreation Ground	Hard copy (contact Deputy Town Clerk) Website	Yes No
Play Areas	Hard copy (contact Deputy Town Clerk) Website	Yes No
Markets	Hard copy (contact Deputy Town Clerk) Website	Yes No
Regal Theatre	Hard copy (contact Deputy Town Clerk) Website (www.regalstowmarket.co.uk)	Yes No
Community Centre	Hard copy (contact Deputy Town Clerk) Website	Yes No
Public CCTV	Hard copy (contact Deputy Town Clerk) Website	Yes No
Grants Scheme	Hard copy (contact Deputy Town Clerk) Website	Yes No