

# Hadlow Parish Council: Publication Scheme

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## **Freedom of Information Act**

A local Council has two important statutory obligations under the Freedom of Information Act 2000. A Council must publish certain information and respond to requests for information held by it.

## **Who we are and what we do**

Hadlow Parish Council  
The Parish Office  
Hadlow  
Kent TN11 0EH

01732 851878

e-mail address: [clerk@hadlowpc.co.uk](mailto:clerk@hadlowpc.co.uk)

website address: [www.hadlowpc-kent.org.uk](http://www.hadlowpc-kent.org.uk)

Opening times 9.30am to 12.00noon Tuesday and Thursday.

**Parish Clerk:** Melanie Stepkowski

**Admin Assistant:** Elaine Battain

**Village Warden:** Dave Dodge

**Chairman of the Parish Council:** Cllr Nick Collins

**Vice Chair:** Cllr Janice Massy

**Members of the Parish Council:** Cllrs Ed Bright (Golden Green); Mrs Lesley Bright; Richard Morley; Stephen Richardson; Jo Newman; David Carey.

## **Council Structure:**

The Committees and their remits are as follows:

### **Finance and General Purposes Committee**

- Recommendations on financial, legal and asset management matters
- To negotiate and approve contracts
- To manage Council's property and assets

Chairman: Cllr S Richardson

Committee: Cllrs Mrs L Bright, E Bright, N Collins, D Carey & Mrs J Massy

### **Planning and Environment Committee**

- To review and comment on local planning applications submitted to the local planning authority
- To advise and make recommendations to the Parish Council on environmental matters.

Chairman: Cllr E Bright

Committee: Cllrs Mrs L Bright, D Carey, N Collins, J Newman, R Morley and J Massy.

### **Staffing Committee**

- To formulate and advise Council on policy matters and staffing issues not covered by, or referred from, other committees

Chairman of Council, Chair F&GP, Vice Chair & 1 other

## **What the Council spends and how it spends it**

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

- Annual Return Form
- Annual Statutory Report from Auditor
- Precept Request

- Chairman's Allowance
- Financial Regulations

## **The Council's priorities and its progress**

Strategies and plans, performance indicators, audits, inspections and reviews.

- Annual report to Parish Meeting
- Inspection Reports
- Policy Statements issued by Council
- Responses to Consultation Papers

## **How the Council make decisions**

Decision making processes and records of decisions

- Timetable of meetings
- Agendas
- Responses to planning applications
- Procedural Standing Orders
- Councillors Register of Interests
- Minutes of Council and Council Sub-Committee meetings

## **The Council's Policies & Procedures**

Current written protocols, policies and procedures for delivering the Council's services and responsibilities.

Policies and Procedures for:

- The conduct of Council business
- The provision of services
- The employment of staff

## **Lists and Registers**

Any information that the Council has to hold in publicly available registers.

- Any publicly available register or list
- List of assets

## **The Council's Services**

Information about the Council services, details of the Council's charges and fees, leaflets, newsletters and other information for the public and or businesses.

- Allotments
- Cemetery and Closed Churchyard
- Village Halls
- Parks and Playing Fields
- Byelaws
- Highways
- Seating, Litter Bins, Clocks, Lighting
- Bus Shelters
- Footpaths
- CCTV
- Village Warden & Vehicle
- Website

*NB: The above does not include information which the Council is prevented from disclosing by law, or exempt under the Freedom of Information Act 2000 or papers in draft form.*