

Hadlow Parish Council: Publication Scheme

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

website address: 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); Lesley Bright; Clare Barbary, David Carey, Carol Hyams, Richard Morley, Jo Newman, Stephen Richardson, Robert Smith.

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 Richardson

Committee: Cllrs L Bright, E Bright, N Collins, R Smith & 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 L Bright, D Carey, N Collins, J Newman, R Morley, J Massy, S Richardson & C Hyams

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
- 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.