

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, Old School Hall
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: Ms M Stepkowski

Admin Assistant: Mrs E Battain

Caretaker: Mr L Pierce

Chair of the Parish Council: Cllr N Collins

Vice Chair: Cllr M Harvey

Members of the Parish Council: Cllrs O Baldock, E Bright (Golden Green); L Bright, D Carey, M Harvey, J Newman, S O'Shea & S Richardson,

Council Structure:

The Committees and their remits are as follows:

Finance and General Purposes Committee

- Recommendations on financial, legal and asset management matters
 - To advise and make recommendations to the Parish Council on contracts
 - To manage Council's property and assets
- Committee: Cllrs L Bright (Chair), E Bright, N Collins, M Harvey, J Massy, S O'Shea, S Richardson

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.

Committee: Cllrs M Harvey (Chair), E Bright, O Baldock, D Carey, N Collins, J Newman, J Massy, S O'Shea

Staffing Committee

- To formulate and advise Council on policy matters and staffing issues not covered by, or referred from, other committees.
- Chair of Council, Vice Chair & Chair of F&GP

What we spend and how we spend 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 & Standing Orders

What our priorities are and how we are doing

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 we make decisions

Decision making processes and records

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

Our Policies & Procedures

Current written protocols, policies, and procedures for delivering our 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 must hold in publicly available registers.

- Any publicly available register or list
- List of assets

The Services we offer

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

- Allotments
- Cemetery and Closed Churchyard
- Old School Hall & Hy-Arts Centre
- Parks and Playing Fields
- Community Transport Scheme
- Seating, Litter Bins, Street light (Lonewood Way)
- Bus Shelter
- Footpaths
- CCTV
- Caretaker & 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.