

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

Deputy Clerk: Gemma Jeffs. **Admin Assistant:** J Moss

Caretaker: Gary Parton

Village Community Warden: Diane Wakeling

Chairman of the Parish Council: Cllr Nick Collins

Vice Chair: Cllr Mike Harvey

Members of the Parish Council Owen Baldock, Ed Bright (Golden Green Cllr); Tim Burrows, David Carey, Janice Massy, Jo Newman

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 Harvey

Committee: Cllrs Bright, Burrows, Carey, Collins, 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 Baldock

Committee: Cllrs Bright, Carey, Collins, Harvey, Massy, Newman,

Staffing Committee

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

Members consist of the Chairman of Council (Collins), Chair of F&GP (Harvey), Cllr Newman

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 (available on website)

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.

- 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
- 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.

Reviewed on by Committee/Meeting	Minute No
13/05/2024 HPC	4730
25/10/2024 Clerk to Cllrs via email	
12/05/2025 HPC	4870 a)
11/05/2026 HPC	