

HADLEIGH TOWN COUNCIL
PUBLICATION SCHEME

Who we are and what we do

The Town Council serves a population of approximately 8,000 people in two wards and is made up of 15 elected Members backed up by staff. We are based at The Guildhall, Market Place, Hadleigh, Suffolk, IP7 5DN.

Our contact details are as follows:

Telephone: 01473 823884

Fax: 01473 829839

Email: staff@hadleightowncouncil.co.uk

Web Site: www.hadleigh.suffolk.gov.uk

Our Town Clerk and Responsible Financial Officer is Mrs Carol Bailey

Our office opening hours are:

Monday to Friday 09:30 to 12:30

How can information be obtained?

Information covered by the Hadleigh Town Council Publication Scheme is available in a number of ways. We endeavour to make as much information available via our web site, however, some information is not available in all formats.

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

Requests should be sent to the Town Clerk via email, the web site or by letter. Alternatively please feel free to call in to the Town Council Offices during office opening hours.

Will a charge for information be made?

Much of our information is readily available and no charge will be made. However, for certain information not readily available a charge may be levied. Where a fee is charged confirmation of the fee will be given prior to the information being provided.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per A4 sheet (black & white)	Actual Cost
Disbursement Cost	Photocopying @20p per A4 sheet (colour)	Actual Cost
Postage Cost	Cost of Royal Mail Second Class Postage	Actual Cost

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 Finance & Personnel Committee. Please contact the Town Clerk in the first instance.

Who is responsible for the Publication Scheme?

The Hadleigh Town Council Publication Scheme is maintained by the Town Clerk and any enquiries and requests for information should be addressed to her at the Town Council Offices.

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

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

Telephone: 08456 306060

Web site: www.ico.gov.uk

Review

Hadleigh Town Council will review the Publication Scheme annually.

What we spend our money on and how we spend it

Information	How it can be obtained and where available from	Charge applied
Statement of Accounts	Hard Copy from the Clerk	10p per page
Annual Return	Hard Copy from the Clerk	10p per page
Precept	Hard Copy from the Clerk	10p per page
Financial Regulations & Standing Orders	Hard Copy from the Clerk	10p per page
Precept Requests	Hard Copy from the Clerk	10p per page
Grants given and received	Hard Copy from the Clerk	10p per page
Members Expenses	Hard Copy from the Clerk	10p per page
Finalised Budget	Hard Copy from the Clerk	10p per page
List of current contracts awarded and value of contract	Hard Copy from the Clerk	10p per page
Standing Orders	Hard Copy from the Clerk	10p per page

What our priorities are and how we are doing

Information	How it can be obtained and where available from	Charge applied
Quality Status	Currently not applicable	
Investors in People Award	Currently not applicable	
Report to Annual Town Meeting	Hard Copy from the Clerk	10p per page
Business Plan	Currently not applicable	
Timetable of Meetings	Web site	No

Minutes of Council and Committee Meetings	Web site or available in Hadleigh Community News	No
Agendas for forthcoming meetings	Web site	No
Reports to Council and Committees	Hard Copy from the Clerk	10p per page
Standing Orders	Hard Copy from the Clerk	10p per page
Responses to Consultation Papers	Hard Copy from the Clerk	10p per page
Responses to Planning Applications	Available in Hadleigh Community News	

Our Policies and Procedures

Information	How it can be obtained and where available from	Charge applied
Standing Orders	Hard Copy from the Clerk	10p per page
Town Council Policies	Hard Copy from the Clerk	10p per page
Health & Safety Policy	Hard Copy from the Clerk	10p per page
Equal Opportunities Policy	Hard Copy from the Clerk	10p per page
Complaints Procedure	Hard Copy from the Clerk	10p per page
Job Descriptions	Hard Copy from the Clerk	10p per page
Code of Conduct for Councillors	Hard Copy from the Clerk	10p per page
Register of Members Interests	Hard Copy from the Clerk	10p per page
Members Declaration of Acceptance of Office	Hard Copy from the Clerk	10p per page
Gifts/Hospitality Register	Hard Copy from the Clerk	10p per page

The services we offer

Information	How it can be obtained and where available from	Charge applied
Allotments	Web site or Town Guide	No
Cemetery	Web Site or Town Guide	No
Corks Lane Play Area	Web Site or Town Guide	No
Layham Road Sports Ground	Web site or Town Guide	No
Grants Scheme	Hard Copy from the Clerk	10p per page

Adoption of the Model Publication Scheme

Hadleigh Town Council has adopted the Model Publication Scheme produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with the scheme.