



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HADLEIGH TOWN COUNCIL PUBLICATION SCHEME

Who and where we are

The Town Council serves a population of approximately 8,500 people in two wards and is made up of 15 elected Members backed up by officers. We are based at The Guildhall, Market Place, Hadleigh, Suffolk, IP7 5DN.

Our contact details are as follows:

Telephone: 01473 823884

Email: admin@hadleightowncouncil.gov.uk

Website: hadleightowncouncil.gov.uk

Our Town Clerk is Mrs Wendy Brame and Responsible Financial Officer is Ms Alicja Barnes

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



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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 Staffing Sub-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 the Town Clerk 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
Website: www.ico.gov.uk

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	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Annual Return	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Precept	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Financial Regulations & Standing Orders	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Precept Requests	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Grants given and received	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Members Expenses	View on the website or request a hard copy from the Clerk	10p per page for hard copy



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Finalised Budget	View on the website or request a hard copy from the Clerk	10p per page for hard copy
List of current contracts awarded and value of contract	View on the website or request a hard copy from the Clerk	10p per page for hard copy
Standing Orders	View on the website or request a hard copy from the Clerk	10p per page for hard copy

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	Website or hard copy can be requested from the Clerk	10p per page
Business Plan	Currently not applicable	
Timetable of Meetings	Website	No
Minutes of Council and Committee Meetings	Web site or Hadleigh Community News	No
Agendas for forthcoming meetings	Website and town noticeboards	No
Reports to Council and Committees	Website or a hard copy can be requested from the Clerk	10p per page
Standing Orders	Website or a hard copy can be requested from the Clerk	10p per page
Responses to Consultation Papers	Website or a hard copy can be requested from the Clerk	10p per page
Responses to Planning Applications	Available in meetings minutes online or Hadleigh Community News	

Our Policies and Procedures

Visit <https://hadleightowncouncil.gov.uk/policies-and-procedures/>

Or request hard copies of all policies and procedures from the Town Clerk at a cost of 10p per page.



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The services we offer

Information	How it can be obtained and where available from	Charge applied for information?
Allotments	Website or email admin@hadleightowncouncil.gov.uk	No
Cemetery	Website or email admin@hadleightowncouncil.gov.uk	No
Corks Lane Play Area	Website or email admin@hadleightowncouncil.gov.uk	No
Timperley Road Play Area	Website or email admin@hadleightowncouncil.gov.uk	No
Layham Road Sports Ground	Website or email admin@hadleightowncouncil.gov.uk	No
Grants Scheme	Website or email townclerk@hadleightowncouncil.gov.uk	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.