



## **Hadley and Leegomery Parish Council**

### **Hadley & Leegomery Parish Council – Publication Scheme**

Based on the Information Commissioner's Office (ICO) Model Publication Scheme

#### **1. Introduction**

This Publication Scheme sets out the classes of information that Hadley and Leegomery Parish Council makes routinely available to the public. It is based on the model publication scheme approved by the Information Commissioner's Office (ICO) for all public authorities.

#### **2. How to Access Information**

Information listed in this scheme is available on the council website, by email request, or in printed form on request.

#### **3. Classes of Information**

##### **3.1 Who We Are and What We Do:**

List of Council members and their responsibilities as well a list of Council Committees - This information is available from the Parish Council Office or the Parish Council website

Details of any representation on local public bodies - This information is available from the Parish Council Office or the Parish Council website

Postal and email address :

Contact details for Parish Clerk and Council members

email: [Clerk@haddleyleegomery-pc.gov.uk](mailto:Clerk@haddleyleegomery-pc.gov.uk)



## **Hadley and Leegomery Parish Council**

Office address: Hadley Community Centre, 30 High Street, Hadley, Telford, Shropshire TF1 5NL

Telephone: 01952 245501

Open Monday to Friday, 9.00 a.m. to 4.00 p.m. and by appointment thereafter.

Staffing structure

- Council structure and responsibilities
- Contact details for the Clerk and councillors
- Councillor roles and committees

This information is available from the Parish Council Office or the Parish Council website

### **3.2 What We Spend and How We Spend It**

- Annual budget and precept
- Annual accounts
- Audit reports
- Grants and procurement

This information is available from the Parish Council Office or the Parish Council website

### **3.3 What Our Priorities Are and How We Are Doing**

- Parish plans
- Annual reports
- Key objectives

This information is available from the Parish Council Office or the Parish Council website



## **Hadley and Leegomery Parish Council**

### **3.4 How We Make Decisions**

- Meeting timetable
- Agendas and minutes
- Consultation results

This information is available from the Parish Council Office or the Parish Council website

### **3.5 Our Policies and Procedures**

- Standing Orders
- Code of Conduct
- Complaints procedure
- FOI and Data Protection policies

This information is available from the Parish Council Office or the Parish Council website

### **3.6 Lists and Registers**

- Asset register
- Register of Interests
- Gifts and hospitality register

This information is available from the Parish Council Office or the Parish Council website

### **3.7 The Services We Offer**

- Community services
- Bus shelters
- Burial grounds
- Street furniture



## **Hadley and Leegomery Parish Council**

This information is available from the Parish Council Office or the Parish Council website; some may only be available by inspection.

Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees) This information is available from the Parish Council Office or the Parish Council website

### **4. Information Not Covered by This Scheme**

Information not listed may be requested under the Freedom of Information Act 2000.

### **5. Exempt Information**

Some information is withheld for legal, personal data, or commercial reasons.

### **6. Format of Information**

Information may be provided digitally, in print, or in accessible formats on request.

### **7. Updating the Scheme**

This scheme is reviewed annually.

### **8. Charges and Fees**

Charges may apply for printing, postage, or large/complex requests.

Photocopying @ 10p per sheet (black & white)



## **Hadley and Leegomery Parish Council**

Photocopying @ 50p per sheet (colour)

Postage Actual cost of Royal Mail standard 2nd class

### **9. Contact Information**

Parish Clerk

Hadley and Leegomery Parish Council

Email: [clerk@hadleyleegomery-pc.gov.uk](mailto:clerk@hadleyleegomery-pc.gov.uk)

Telephone: 01952 245501