

## **Freedom of Information Act**

Under the Freedom of Information Act 2000, which came into force on the 1 January 2009, Hadlow Parish Council makes available the following information:

### **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](mailto:clerk@hadlowpc.co.uk)

website address: [www.hadlowpc-kent.org.uk](http://www.hadlowpc-kent.org.uk)

Opening times 9.30am to 12.00noon Tuesday and Thursday.

**Parish Clerk:** Melanie Stepkowski

**Admin Assistant:** Jo Stacey

**Village Warden:** Dave Dodge

**Chairman of the Parish Council:** Cllr Dave Hammond

**Vice Chair:** Cllr Mrs Janice Massy

**Members of the Parish Council:** Cllrs Ed Bright (Golden Green); Mrs Lesley Bright; David Carey; Nick Collins (Golden Green); Mrs Caroline Hyams; Philip Livett; Richard Morley; Mrs Carol Richards; Freddie Shaw; Mrs Iris Shaw; Ken Terry.

Hadlow Parish Council is governed by the Local Government Act 1972 and comes under the jurisdiction of Tonbridge and Malling Borough Council and Kent County Council.

The Parish Council is governed by Standing Orders and policed by the Standards Board. (Copies of the Standing Orders are available to view by appointment at the Parish Office.)

### **What we spend and how we spend it**

The Parish Council raises money in various ways:

- Hiring out the Hadlow Old School Hall
- Hiring out Hadlow Old School Hall Annexe
- Leasing premises to Hadlow Medical Centre
- Renting out the football pitches at Williams Field
- Cemetery fees
- Allotment fees
- Precept from TMBC
- Monies from Kent County Council to upkeep some of the borders and footpaths in Hadlow
- Donations

This money is spent on:

- Repairs to & maintenance of Hadlow Old School Hall and Annexe
- Repairs to & maintenance of car park
- Repairs to & maintenance of Hadlow Medical Centre
- Maintenance of the football pitches at Williams Field

- Maintenance of Hadlow Cemetery and St Mary's Churchyard
- Upkeep and maintenance of footpaths
- Upkeep and maintenance of the play areas in Hadlow and Golden Green
- Upkeep and maintenance of the area adjacent to Hadlow Village Hall and car park
- Upkeep and maintenance of the allotments
- Upkeep and maintenance of parish borders
- Upkeep and maintenance of the CCTV system
- Staff costs
- Office costs

A financial report is presented to the full Parish Council meeting on a monthly basis to be approved. Quarterly accounts are also prepared and these are available to view, by appointment, at the Parish Office. Copies can be provided at a charge of £1.00 per copy up to five pages and £5.00 for all pages over 5.

Quotes are sought for all building, grounds maintenance and major works carried out by the Parish Council in line with Standing Orders and Financial Regulations.

In 2010/11 Hadlow Parish Council will have spent money on:

- Development of new area at Hadlow Cemetery & installation of new paths
- Installation of new play equipment at Signpost Field
- Renewal of Medical Centre Lease
- Replacement boiler in Hadlow Medical Centre
- Upgrading fire safety at Old School Hall
- Upgrading the CCTV system
- Upgrading the Parish website
- Continuing to upgrade/and maintain all the borders under the Parish Council's remit

### **What are our Priorities and how are we doing**

- The priorities, strategies, plans and assessments of Hadlow Parish Council are set out in our Parish Plan. This is available to view at the Parish Office by appointment.
- The Parish Plan is reviewed on an annual basis to ensure that the goals and plans within it are being achieved. Many of the goals and plans on the Parish Plan have now been achieved.
- Staff and health and safety matters are assessed on an annual basis.
- The finances of the Parish Council are scrutinised by internal and external audits.

### **How do we make decisions?**

Policy proposals and decisions are made by various committees and are validated by the full Parish Council at monthly Parish Council meetings. All committee

meetings and Parish Council meetings are open to the public. Minutes of the meetings are published on the website or are available to view by appointment in the Parish office. Agendas for Parish Council meetings are published on our notice boards and on the website. Notification of Parish Council meetings are published in the Hadlow Newsletter and in The Hamlet. An annual review is made of all committee procedures, policies and decisions.

The Committees and their remits are as follows:

#### Finance and General Purpose Committee

Remit:

- Recommendations on financial and budgetary matters
- Recommendations on legal matters
- Any other matters not covered by other committees

Chairman: Cllr Nick Collins

Committee: Cllrs Mrs Bright, Mrs Hyams, Mrs Massy, Mrs Shaw, Carey, Hammond, Shaw and Terry.

#### Planning and Environment Committee

Remit:

- All matters relating to planning
- Highways
- Cemetery and St Mary's Churchyard
- Footpaths
- Allotments
- Play areas at Williams Field and Signpost Field
- Hadlow College Community Pre-School
- Medical Centre
- Old School Hall & Village Hall
- Environment issues and policy

Chairman: Cllr Carey

Committee: Cllrs Mrs Hyams, Mrs Massy, Bright, Collins, Hammond, Livett, Morley and Terry.

#### Community Safety Committee

Remit:

- All matters relating to Community Safety
- Community Policing
- Community Warden
- Neighbourhood Watch
- Speedwatch
- CCTV
- Emergency Planning

At its meeting of 14 February 2011, the parish council unanimously agreed to integrate this meeting quarterly into parish council meetings.

#### Our Policies and Procedures

Our protocols for delivering our functions and responsibilities are set out in our Standing Orders and by Government legislation. Copies of our Standing Orders are available to view, by appointment, at the Parish Office.

#### Lists and Registers

Hadlow Parish Council keeps the following lists and registers:

- Parish Councillors' telephone numbers, e-mail addresses and mobile telephone numbers.
- List of TMBC Service responsibilities
- Electoral Register for Hadlow and Golden Green (only allowed to be viewed by the Parish Clerk in the course of her duties).
- Council Members' Registers of Interest.
- CCTV footage (only allowed to be viewed by the Parish Clerk in the course of her duties; permitted footage allowed to be viewed by the police in the course of crime prevention/detection).
- Emergency contact details of the Police, Fire & Rescue Service, Environment Agency and Medical Services.
- Cemetery and Churchyard archives

#### The Services we offer

- Point of contact for:
  - Planning matters
  - Highways issues
  - Footpath issues
  - Transport issues
  - Housing issues
  - Tree issues
  - Street lights
- Hall hire
- Allotment rentals
- Cemetery and Churchyard advice and archives

#### Exemptions from the Freedom of Information Act

Hadlow Parish Council will not disclose the following information:

- Information on individuals
- Information on members of staff
- Information given in confidence to a member of staff or Parish Councillor
- Information concerning police investigations
- CCTV footage