



## **Publication Scheme**

**Adopted**

10 January 2023

**Review Body**

Full Council

**Review Period**

Annually

**Next Review**

March 2024

**Signed:**

**Chairman, Cllr John Last BEM**

# **Leiston-cum-Sizevell Town Council Publication Scheme**

## **Adoption of the Model Publication Scheme**

Leiston-cum-Sizewell Town Council has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

For more information please visit: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

### **1. Who are we and what do we do**

Leiston-cum-Sizewell Town Council serves a population of approximately 6,000 people, is made up of 15 elected members and employs 3 office staff and the Leiston Cinema Manager and staff.

The Chairman of the Council is Cllr John Last BEM.

#### **Councillors:**

**(Contact details are also available on the Town Website)**

Cllr David Bailey	8 Garrett Crescent, IP16 4LB	01728 831032
Cllr Bing Boast	10 Buller Road, IP16 4HA	01728 830391
Cllr Tony Cooper	28 King George's Ave, IP16 4JG	01728 830181
Cllr Nicky Corbett	13 Kings Road, IP16 4DA	07891 623284
Cllr David Dix	42 Carr Avenue, IP16 4JA	01728 832036
Cllr Susan Geater	19 Haylings Grove, IP16 4DU	01728 833501
Cllr Trevor Hawkins	78 King Georges Avenue, IP16 4JG	01728 830234
Cllr Lesley Hill	45 Garret Crescent, IP16 4LF	01728 830514
Cllr Peter Kyle	6 Highbury Cottages, IP16 4TW	07850 815486
Cllr John Last ,BEM	14 Poppy Way, IP16 4UG	01728 831017
Cllr Selena Levermore	16a Aldeburgh Road, IP16 4ED	01728 635608
Cllr David Morsley	16 Aldeburgh Road, IP16 4ED	01728 830150

### **Leiston-cum-Sizewell Town Council Meetings**

Leiston-cum-Sizewell Town Council on the first Tuesday of each month at 7.30pm in the Community Centre, King Georges Avenue, Leiston, IP16 4JU.

At each meeting there is a public session where residents can ask questions of their Town Councillors. The County Councillor and District Councillors are also generally in attendance at these sessions to answer residents' questions or to hear their concerns.

The agenda for meetings are published on the Town Council Website.

#### **Public Committees**

##### **Highways Committee**

**Chair** Cllr John Last BEM,

- Cllr David Bailey
- Cllr Nicky Corbett

- Cllr Lesley Hill
- Cllr Selena Levermore
- Cllr David Morsley

### **Open Spaces Committee**

**Chair Cllr Selena Levermore**

- Cllr David Bailey
- Cllr Nicky Corbett
- Cllr John Last BEM
- Cllr Boast
- Cllr Hill

The agenda for committee meetings are published on the Town Council Website.

### **Leiston-cum-Sizewell Town Council Assets**

The Council owns, operates, and administers the following:

Victory Road Recreation Ground  
 King Georges Avenue Recreation Ground  
 Haylings Pond  
 Leiston Film Theatre  
 Leiston Community Centre  
 The Waterloo Centre  
 Valley Road Allotments  
 Haylings Road Allotments

### **Office contact details**

Address: Leiston-cum-Sizewell Town Council  
 Council Chambers  
 Main Street  
 Leiston, Suffolk  
 IP16 4ER  
 Telephone: 01728 830388  
 Email: [townclerk@leistontowncouncil.gov.uk](mailto:townclerk@leistontowncouncil.gov.uk)  
 Website: [www.leistontowncouncil.gov.uk](http://www.leistontowncouncil.gov.uk)

Contact details are also on the website, in the quarterly newsletter or available through the Clerk.

Our Town Clerk is Helen Greengrass. She can be contacted on 01728 830388 or by e-mail at [townclerk@leistontowncouncil.gov.uk](mailto:townclerk@leistontowncouncil.gov.uk)

Office opening hours are:

Monday	0900-1300 1400-1600
Tuesday	0900-1300 1400-1600
Wednesday	Closed all day
Thursday	0900-1300
Friday	0900-1300

Leiston Film Theatre is managed by Mr Wayne Burns. He can be contacted:

Telephone      01728 830549  
E-Mail:          [staff@leistonfilmtheatre.co.uk](mailto:staff@leistonfilmtheatre.co.uk)  
Website:        [www.leistonfilmtheatre.co.uk](http://www.leistonfilmtheatre.co.uk)

### **How can information be obtained**

Information covered by the Leiston Town Council Publication Scheme is available in several ways. We endeavour to make most of the information available via our website, however, some information is not available in all formats.

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

Postal requests:        Ms Helen Greengrass  
                              Town Clerk  
                              Leiston-cum-Sizewell Town Council  
                              Council Chambers  
                              Main Street  
                              Leiston, Suffolk, IP16 4ER

E-mail requests: [townclerk@leistontowncouncil.gov.uk](mailto:townclerk@leistontowncouncil.gov.uk)

The best way to obtain any information however is to call into the Town Council Offices at the above times and discuss your request with the Clerk, who will endeavour to give you as much information as is available, wanted or allowed. There is hardly any business done by our Council that is not completely transparent and open to public scrutiny.

### **Will a charge be made**

Information on the website is free of charge of course but, for other information, a charge may be levied to cover staff time and photocopying costs. If the request is easily satisfied there should be no charge but for more detailed responses and larger quantities of photocopying, then photocopying will be done at cost (10p per A4 sheet) and confirmation that a fee will be charged will be given prior to the information being provided if it is not immediately available.

### **Internal review**

If you are unhappy with the reply you receive from us when seeking information, you have the right to ask for an internal review which will be undertaken by The Chairman of the Council and the Personnel Committee. Please contact the Town Clerk in the first instance.

## **2. What we spend your money on and how we spend it**

The following items are all available as hard copies from the Town Clerk:

- The Annual Return given to our external auditors
- Annual Auditor's Reports
- The Statement of Accounts and Balance Sheet
- Financial Standing Orders and Regulations
- Grants given and received
- Councillors allowances and expenses

- Finalised precept budget

### **3. What our priorities are and how we are doing**

The following items are available as hard copies from the Clerk:

- Leiston Neighbourhood Plan
- Report to Annual Town Meeting
- Responses to Consultation

### **4. How we make decisions**

The following are available as hard copies from the Clerk:

- Timetable of meetings
- Agendas for all meetings
- Minutes from Full Council and Committee meetings
- Procedural Standing Orders
- Responses to planning applications

### **5. Our policies and procedures**

The following are available as hard copies from the Clerk:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Health and Safety Policy
- Equal Opportunities Policy
- Complaints Procedure
- Disciplinary/Grievance Procedure
- Privacy Policy

### **6. Lists and Registers**

- Register of Members Interests please visit:  
<https://www.eastsuffolk.gov.uk/yourcouncil/councillors/councillors-register-of-interests/>

The following are available as hard copies from the Clerk:

- Members Declaration of Acceptance of Office
- Asset Register

### **7. The services we offer**

The following services are provided – see Clerk for hire charges and further details:

- Allotments
- Hire of the Community Centre
- Hire of the Waterloo Centre
- Victory Road recreation ground

- King Georges recreation ground
- Haylings Pond
- Leiston Film Theatre
- Dinsdale Road public conveniences
- Grants scheme
- Newsletter

## **7. Who is responsible for the Publication Scheme**

The Leiston-cum-Sizewell Town Council Publication Scheme is maintained by the Town Clerk. Any enquiries about the Publication Scheme and requests for information should be addressed to the Town Clerk. General information regarding the Publication Scheme, (which complies with the model provided by the Information Commissioners Office), or the Freedom of Information Act 2000, under which the scheme is regulated, can be obtained from:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0845 6306060  
Website [www.ico.gov.uk](http://www.ico.gov.uk)