



Publication Scheme

Adopted	08 April 2024
Review Body	Full Council
Review Period	Annually
Next Review	April 2025

Signed:

A handwritten signature in black ink that reads "L. M. Hill".

Chairman, Cllr Lesley Hill

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, 2 caretakers, the Leiston Film Theatre Manager and staff.

The Chair of the Council is Cllr Lesley Hill.

Councillors:

(Contact details are also available on the Town Website)

Cllr Bing Boast	bingboast@leistontowncouncil.gov.uk
Cllr Tony Cooper	tonycooper@leistontowncouncil.gov.uk
Cllr Nicky Corbett	nickycorbett@leistontowncouncil.gov.uk
Cllr Andrew Crisp	Andrewcrisp@leistontowncouncil.gov.uk
Cllr David Dix	daviddix@leistontowncouncil.gov.uk
Cllr Susan Geater	Susangeater@leistontowncouncil.gov.uk
Cllr Trevor Hawkins	trevorhawkins@leistontowncouncil.gov.uk
Cllr Lesley Hill	lesleyhill@leistontowncouncil.gov.uk
Cllr John Last ,BEM	johnlast@leistontowncouncil.gov.uk
Cllr Selena Levermore	selenalevermore@leistontowncouncil.gov.uk
Cllr David Morsley	davidmorsley@leistontowncouncil.gov.uk
Cllr Paul Motion	Paulmotion@leistontowncouncil.gov.uk
Cllr Adrian Swift	adrianswift@leistontowncouncil.gov.uk
3 Vacancies	

Leiston-cum-Sizewell Town Council Meetings

Leiston-cum-Sizewell Town Council on the second 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 from 07.00pm 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.

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
Website: www.leistontowncouncil.gov.uk

Contact details are also on the website, and on digital newsletters or available through the Clerk.

The Town Clerk is Helen Greengrass who can be contacted on 01728 830388 or by e-mail at 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
Website: 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

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 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 (15p 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 Chair 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 (AGAR) 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-cum-Sizewell 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 are publicly available at East Suffolk Council, Public Access Portal [View and comment on a planning application » East Suffolk Council](#)

5. Our policies and procedures

The following are available on our website and as hard copies from the Clerk:

[COUNCIL STANDING ORDERS](#)
[COUNCILLOR CODE OF CONDUCT](#)
[COUNCILLOR COOPTION APPLICATION](#)
[BIODIVERSITY POLICY STATEMENT \(DRAFT\)](#)
[DATA PROTECTION AND MANAGEMENT POLICY](#)
[DATA PROTECTION REGISTRATION CERTIFICATE](#)
[DATA RETENTION POLICY](#)
[EQUALITY AND DIVERSITY POLICY](#)
[FINANCIAL REGULATIONS](#)
[HEALTH AND SAFETY POLICY](#)
[INVESTMENT POLICY](#)
[PRIVACY NOTICE](#)
[PUBLICATION SCHEME](#)
[REGISTER OF INTERESTS](#)
[SAFEGUARDING AND VULNERABLE ADULTS 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 – please contact the office 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
- Digital 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