



Leiston-cum-Sizewell Town Council

Helen Greengrass, Town Clerk and Responsible Financial Officer

Council Offices, Main Street, Leiston, Suffolk, IP16 4ER

Tel: 01728 830388 | **Email:** townclerk@leistontowncouncil.gov.uk

Accessibility statement for Leiston-cum-Sizewell Town Council

This website is run by Leiston-cum-Sizewell Town Council. We want as many people as possible to be able to use this website.

For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible is this website?

We know some parts of this website are not fully accessible:

- Some PDF documents published before September 2018
- Some Maps, provided by a third party may be limited for magnification purposes
- Scans of our Annual Governance Accountability Return (AGAR)

What to do if you can't access parts of this website?

If you need information on this website in a different format like accessible PDF, large print, easy read please contact:

- Email townclerk@leistontowncouncil.gov.uk
- Tel: 01728 830388

We will consider your request and get back to you within 5 working days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems that are not listed on this page or think we are not meeting accessibility requirements, please contact:

- Email townclerk@leistontowncouncil.gov.uk
- Tel: 01728 830388

The Town Clerk is the person responsible for dealing with these matters.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations').

If you are not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Leiston-cum-Sizewell Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website framework is compliant with the Web Content Accessibility Guidelines version 2.2 AA standard. Some content is partially compliant, due to the non-compliance listed below:

Non-accessible content

- some documents such as the Annual Governance Statement and Councillors' Register of Interests forms are not accessible but can be viewed at East Suffolk Council [Register Of Interest List](#)
- Templates/documents provided, for example, by the District Council, National Association of Local Council or Suffolk Association of Local Councils
- pdf files that have not been saved in the accessible pdf/a format,
- pdf files that consist of scanned images

Content that's not within the scope of the accessibility regulations

PDFs and other documents pre 2018

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they are accessible to a screen reader. This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value).

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they are not essential to providing our services.

From 12 June 2025 any new PDFs or Word documents we publish will meet accessibility standards. PDFs will be in PDFa format.

If you find you cannot access a document, form, or other content please contact us and we can either improve the accessibility or discuss with you alternative means of access.

How to Contact Us

In Person:

Council Offices, Main Square, Leiston, IP16 4ER

(Open Monday, Tuesday and Thursday 09.00-13.00 and 14.00-16.00)

By Email: office@leistontowncouncil.gov.uk

By Phone: 01728 830388