

COTTERED and THROCKING PARISH COUNCIL

PUBLICATION SCHEME

(using model publication scheme from the Information Commissioners Office)

Adopted 10th July 2018

Next review due May 2019

Re-Adoption May 2019

Cottered and Throcking Parish Council website www.cottered.org.uk Clerk clerk@cottered.org.uk

Information to be published	How the information can be obtained	Hard Copy Cost (if available)
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Website	See below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Website	
Location of main Council office and accessibility details	N/A Contact Clerk clerk@cottered.org.uk 01763 271982	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	See below
Finalised budget	Clerk	
Precept	Council Minutes (January) (Available on website)	
Financial Standing Orders and Regulations	Website	
Grants given and received	Reported in Minutes (Available on website)	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Buntingford Community Area Neighbourhood Plan (BCANP)	www.buntingfordtowncouncil.co.uk	See below
Annual Report to Parish or Community Meeting	Council Minutes (May) (Available on website)	
Class 4 – How we make decisions		
Timetable of meetings	Website Reported in Minutes (Available on website)	See below
Agendas of meetings (as above)	Website Noticeboard	
Minutes of meetings	Website Noticeboard	
Reports presented to council meetings	Clerk	

Responses to consultation papers	Website (as appropriate) Clerk	
Responses to planning applications	Minutes Website https://publicaccess.eastherts.gov.uk	
Class 5 – Our policies and procedures		
Council business:		
Procedural standing orders	Website	See below
Code of Conduct	Website	
Policies and procedures		
Complaints procedure	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	As specified	
Class 6 – Lists and Registers		
Assets register	Clerk	See below
Register of members' interests	Website Monitoring Officer at East Herts Council	
List of Planning Applications (from 2005)	Clerk Recent applications on website	
Class 7 – The services we offer		
Cottered Village Hall	Managed by Village Hall Committee http://www.cottered.org/villagehall.htm hall_lettings@cottered.org 01763 281534	See below
Cottered Recreation Ground	Clerk	
Cottered Recreation Ground Children's Playground	Clerk	
Seating and litter bins	Clerk	
Bus shelter (1)	Clerk	
Additional Information		
None		

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		