

# COTTERED and THROCKING PARISH COUNCIL

## PUBLICATION SCHEME

(using model publication scheme from the Information Commissioners Office)

*Revised and adopted September 2019  
Reviewed annually  
Re-adopted every 4 years (After Election)*

Cottered and Throcking Parish Council website [www.cottered.org.uk](http://www.cottered.org.uk) Clerk [clerk@cottered.org.uk](mailto:clerk@cottered.org.uk)

Information to be published	How the information can be obtained	Hard Copy Cost (if available)
<b>Class 1 – Who we are and what we do</b>		
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 <a href="mailto:clerk@cottered.org.uk">clerk@cottered.org.uk</a> 01763 271982	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website	See below
Finalised budget	Clerk	
Precept	Clerk 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	
<b>Class 3 – What our priorities are and how we are doing</b>		
Buntingford Community Area Neighbourhood Plan (BCANP)	<a href="http://www.buntingfordtowncouncil.co.uk">www.buntingfordtowncouncil.co.uk</a>	
Annual Report to Parish or Community Meeting	Annual Parish Meeting Minutes (May) (Available on website)	
<b>Class 4 – How we make decisions</b>		
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 <a href="https://publicaccess.eastherts.gov.uk">https://publicaccess.eastherts.gov.uk</a>	
<b>Class 5 – Our policies and procedures</b>		
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	
<b>Class 6 – Lists and Registers</b>		
Assets register	Clerk	See below
Register of members' interests	Monitoring Officer at East Herts Council <a href="https://www.eastherts.gov.uk">https://www.eastherts.gov.uk</a>	
List of Planning Applications (from 2005)	Clerk	
<b>Class 7 – The services we offer</b>		
Cottered Village Hall	Managed by Village Hall Committee <a href="http://www.cottered.org/villagehall.htm">http://www.cottered.org/villagehall.htm</a> <a href="mailto:hall_lettings@cottered.org">hall_lettings@cottered.org</a> 01763 281534	See below
Cottered Recreation Ground	Clerk	
Cottered Recreation Ground Children's Playground	Clerk	
Seating and litter bins	Clerk	
Bus shelter (1)	Clerk	
<b>Additional Information</b>		
None		

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