

Cockshutt cum Petton Parish Council

Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Cockshutt cum Petton Parish Council has adopted the Information of Commissioner's Office Model Publication Scheme (v1.1 September 2013).

The following guide is the current list of information under the Scheme. The guide is reviewed every 12 months during January.

Questions regarding the Publication Scheme should be directed to the Clerk.

Information that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

**The Clerk – Carole Warner
Orchard Cottage, Rowe Lane
Welshampton SY12 0QB**

**Tel: 01948 710672
email: clerk@cockshuttcupetton-pc.gov.uk
www.cockshuttcupetton-pc.gov.uk**

Information available under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|--|------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | Website: www.cockshuttumpetton-pc.gov.uk | |
| Who's who on the Council and its Committees | Website Hard copy – contact Clerk | Free |
| Contact details for Parish Clerk and Council members | Website Hard copy – contact Clerk | Free |
| Location of main Council office and accessibility details | Website Hard copy – contact Clerk | Free |
| Staffing Structure | Website | |
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| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year | | |
| Annual return form and report by auditor | Website Hard copy – contact Clerk | Free |
| Finalised budget | Website Hard copy – contact Clerk | Free |

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| Precept | Website Hard copy – contact Clerk | Free |
| Financial Regulations | Website Hard copy – contact Clerk | Free |
| Grants given and received | Website Hard copy – contact Clerk | Free |
| List of current contracts awarded and value of contract | Website Hard copy – contact Clerk | Free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year | | |
| Annual Report to Parish Meeting | Website Hard copy – contact Clerk | Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard copy – contact Clerk | Free |
| Agendas of meetings (as above) | Website Hard copy – contact Clerk | Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard copy – contact Clerk | Free |
| Reports presented to council meetings - nb this will exclude information that is properly | Hard copy – contact Clerk | Free plus postage |

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| regarded as private to the meeting. | | |
| Responses to consultation papers (as part of minutes of meeting) | Website Hard copy – contact Clerk | Free |
| Responses to planning applications (as part of minutes of meeting) | Website Hard copy – contact Clerk | Free |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Gifts and Hospitality Policy | Website Hard copy – contact Clerk | Free |
| Procedures for handling requests for administration, procedures and the supply of information Complaints procedures Data Protection and Information Security Policy Records Management Policy Information Request Policy Media Policy | Website Hard copy – contact Clerk | Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Asset Register | Website | Free |

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| | Hard copy – contact Clerk | |
| Register of members' interests | Available by inspection | Free |
| Register of Gifts and Hospitality | Website Hard copy – contact Clerk | Free |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| Newsletter – Our Parish Matters | Website Hard copy – contact Clerk | Free |
| Street Lighting | Website | |
| Bus Shelter | Website | |
| Notice Board at Church Green | Website | |
| Jubilee Field | Website | |
| Maintenance of the playing field next to Millennium Hall | Website | |