

Information available from Cottenham Parish Council 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)		
Who's who on the Council and its Committees	Website Noticeboards in the village Hard copy	Free Free 10p/sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboards in the village Hard copy	Free Free 10p/sheet plus postage
Location of main Council office and accessibility details	Website Noticeboards in the village	Free Free
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 as a minimum		
Annual return form and report by auditor	Hard copy	10p/sheet plus postage
Finalised budget	Hard copy	10p/sheet plus postage
Precept	Hard copy	10p/sheet plus postage
Borrowing Approval letter	Hard copy	10p/sheet plus postage
Financial Standing Orders and Regulations	Hard copy	10p/sheet plus postage
Grants given and received	Hard copy	10p/sheet plus postage

List of current contracts awarded and value of contract	Hard copy	10p/sheet plus postage
Members' allowances and expenses	Inspection only	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet plus postage
Quality status	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p/sheet plus postage
Agendas of meetings (as above)	Website Noticeboards in village Hard copy	Free Free 10p/sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet plus postage
Responses to consultation papers	Hard copy	10p/sheet plus postage
Responses to planning applications	Hard copy	10p/sheet plus postage
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Hard copy Hard copy Hard copy Hard copy	10p/sheet plus postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	10p/sheet plus postage
Information security policy	Hard copy	10p/sheet plus postage
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet plus postage
Data protection policies	Hard copy	10p/sheet plus postage
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p/sheet plus postage
Assets Register	Inspection only	Free

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Hard copy	10p/sheet plus postage
Register of gifts and hospitality	Not applicable	
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		
Allotments	No Parish Council owned allotments	
Burial grounds and closed churchyards	No Parish Council owned burial grounds or closed churchyards	
Community centres and village halls	Hard copy	10p/sheet plus postage
Parks, playing fields and recreational facilities	Hard copy	10p/sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet plus postage
Bus shelters	Hard copy	10p/sheet plus postage
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Cottenham Parish Council
Right Side Entrance
Community Centre
250a High Street
Cottenham
Cambridge
CB24 8XZ
Tel: 07503 328401
Email: clerk@cottenhampc.org.uk
www.cottenhampc.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class