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**FREEDOM OF INFORMATION ACT 2000**

**PUBLICATION SCHEME FOR   
COTGRAVE TOWN COUNCIL**

**Reviewed : 17th May 2023**

**General Information:-**

Authority : Cotgrave Town Council  
 Suite F, Cotgrave Business Hub  
 Candleby Lane  
 Cotgrave  
 Nottingham  
 NG12 3US

Telephone: 0115 9893876  
 Email: [clerk@cotgrave-tc.gov.uk](mailto:clerk@cotgrave-tc.gov.uk)  
 Website: [www.cotgrave-tc.gov.uk](http://www.cotgrave-tc.gov.uk)  
  
Responsible Officer : Mrs Julie Stephenson (Town Clerk)

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| Information can be obtained by applying to the Town Council Office in writing, by telephone, email or in person. | The Town Council Office is open: Monday to Thursday 9.00am to 5pm Friday 9.00am to 2.30pm |
| **INFORMATION TO BE PUBLISHED** | **METHOD OF PUBLICATION** |
| **Parish Councillors & Committees**  A list of all current councillors and their contact details.  Timetable of Town Council meetings  **Council Internal Practice and Procedures**  Minutes of Council  Agendas and tabled supporting papers  Procedural Standing Orders  Chairman’s Annual Report at the Annual Town Meeting | Available on the Town Council website and on Council Notice Boards.  Available from the Town Council Office and on Council Notice Boards.  Town Council minutes are published on the council website. Minutes can be inspected at the Town Council Office or copies obtained at the set scale of charges.  Agendas are posted onto the council website and on Council Notice Boards.  Supporting papers can be inspected at the Town Council Office.  Can be inspected at the Town Council Office  Available on the Town Council Website and can be inspected in the Town Council Office |
| **Code of Conduct**  Members Declaration of Acceptance of Office Members Register of Interests  **Employment Practice and Procedure**  Terms and conditions of Employment Job Descriptions Staffing Structure  Planning Documents  Summary lists of planning application  **Audit and Accounts**  Annual Return form.  Annual statutory report by auditor (internal and external).  Annual Precept request  Income and Expenditure, bank statements for all accounts.  VAT Records.  **Note**: Above limited to the last financial year.  Financial Regulations  Risk Assessments  Register of members allowances  Data Protection: General Privacy Policy, Privacy Notice, Retention of Document and Records Management Policy, Data Breach Policy.  **Services**  Allotments: Relating to Burhill, Forest Close and Hollygate Lane Allotments.  Standard Terms and Conditions of Tenancy.  Charges  Recreational facilities: Relating to sports pavilions, football pitches suited at the Arthur Ridley Sports ground and Madisson Football pitch  Hire charges, terms, and condition of hire  Children’s Play Areas: relating to The Green, Ringleas, Broadmeer, Grassmere, MUGA  Inspection Reports | Can be viewed at the Town Council Office Available to view on the Town Council Website.  Can be inspected in the Town Council Office.  Are included on Council Agendas. These can also be viewed on the Rushcliffe Borough Council website Planning Portal.  Can be inspected on the Council website and at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office and also on the Town Council website.  Can be inspected at the Town Council Office and also on the Town Council Website.  Can be inspected at the Town Council Office.  Can be inspected at the Town Council Office |

**Exempt materials**

* Personal information relating to Councillors (other than required to be declared in Register of Interests)
* Personal information relating to employees.
* Tenders and bids from contractors and suppliers.

Note: Data Protection legislation prohibits the publication of certain categories of information.

**Schedule of Charges**

* Information ca be inspected at the Town Council Office free of charge.
* Where appropriate, information can be transmitted electronically free of charge
* Information that can be photocopied without breaching copyright laws can be copied on the Town Council’s photocopier at the following cost:-
  + A4 single black and white copies @ 6p per copy
  + A4 single colour copies @ 30p per copy
* Information sent by Royal Mail will be charged at cost in accordance with the Royal Mail’s charges.

**Note: Under Data Protection legislation, the Council is required regularly to review the information that it keeps and to destroy what which does not form part of its official records. Residents wishing to inspect information are, therefore requested to contact the Town Council Office to ensure that the information they require is still available**