



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
Website: www.cotgrave-tc.gov.uk

Responsible Officer : Mrs Julie Stephenson (Town Clerk)

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.	Available on the Town Council website and on Council Notice Boards.
Timetable of Town Council meetings	Available from the Town Council Office and on Council Notice Boards.
Council Internal Practice and Procedures	
Minutes of Council	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 and tabled supporting papers	Agendas are posted onto the council website and on Council Notice Boards. Supporting papers can be inspected at the Town Council Office.
Procedural Standing Orders	Can be inspected at the Town Council Office
Chairman's Annual Report at the Annual Town Meeting	Available on the Town Council Website and can be inspected in the Town Council Office

<p style="text-align: center;">Code of Conduct</p>	
<p>Members Declaration of Acceptance of Office Members Register of Interests</p>	<p>Can be viewed at the Town Council Office Available to view on the Town Council Website.</p>
<p style="text-align: center;">Employment Practice and Procedure</p>	
<p>Terms and conditions of Employment Job Descriptions Staffing Structure</p>	<p>Can be inspected in the Town Council Office.</p>
<p>Planning Documents</p>	
<p>Summary lists of planning application</p>	<p>Are included on Council Agendas. These can also be viewed on the Rushcliffe Borough Council website Planning Portal.</p>
<p style="text-align: center;">Audit and Accounts</p>	
<p>Annual Return form.</p>	<p>Can be inspected on the Council website and at the Town Council Office.</p>
<p>Annual statutory report by auditor (internal and external).</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Annual Precept request</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Income and Expenditure, bank statements for all accounts.</p>	<p>Can be inspected at the Town Council Office.</p>
<p>VAT Records.</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Note: Above limited to the last financial year.</p>	
<p>Financial Regulations</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Risk Assessments</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Register of members allowances</p>	<p>Can be inspected at the Town Council Office.</p>
<p><u>Data Protection</u>: General Privacy Policy, Privacy Notice, Retention of Document and Records Management Policy, Data Breach Policy.</p>	<p>Can be inspected at the Town Council Office.</p>
<p style="text-align: center;">Services</p>	
<p><u>Allotments</u>: Relating to Burhill, Forest Close and Hollygate Lane Allotments.</p>	<p>Can be inspected at the Town Council Office.</p>
<p>Standard Terms and Conditions of Tenancy.</p>	<p>Can be inspected at the Town Council Office and also on the Town Council website.</p>

Charges	Can be inspected at the Town Council Office and also on the Town Council Website.
<u>Recreational facilities:</u> Relating to sports pavilions, football pitches suited at the Arthur Ridley Sports ground and Madisson Football pitch	
Hire charges, terms, and condition of hire	Can be inspected at the Town Council Office.
<u>Children's Play Areas:</u> relating to The Green, Ringleas, Broadmeer, Grassmere, MUGA	
Inspection Reports	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 can 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