**Cotesbach Parish Council**

**Publication Scheme Under Freedom of Information Act**

The following information can be provided to meet the Parish Council’s commitments under the Publication Scheme. This information is either freely available on the Parish Council’s website or is held within Council records or archives.

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| **Information to be Published** | **How it Can be Obtained** |
| Parish council organisation structure, information and contact details | Website |
| Contact for Parish Clerk and Council members | Website |
| **Financial Information** |  |
| Annual return | Website |
| Finalised budget and precept | Hard copy |
| Financial Standing Orders and regulations | Hard copy |
| Grants given and received | Hard copy |
| **Parish Council Priorities** |  |
| Annual Parish Council report | Website |
| **Decision Making** |  |
| Timetable of Parish Council meetings | Website |
| Agendas for meetings | Website |
| Minutes of meetings | Website |
| Reponses to planning applications | Hard copy |
| Bye laws | Website |
| **Policies and Procedures** |  |
| Standing orders | Hard copy |
| Code of Conduct | Hard copy |
| Policy Statements | Hard copy |
| Equality and Diversity Policy | Hard copy |
| Health and Safety Policy | Hard copy |
| Recruitment Policy |  |
| Complaints Procedures | Hard copy |
| Policies for Handling requests for Information | Hard copy |
| Data Protection Policy | Hard Copy |
| **Lists or Registers** |  |
| Asset Register | Website |
| Register of members’ Interests | Hard copy/website |
| **Services we Offer** |  |
| Village Hall |  |
| Seating |  |
| Bus Shelter |  |

Reviewed and accepted by the Parish Council on 4th May 2021; Annual Parish Meeting, minute 8