

# Coton in the Elms Parish Council - Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class1 - Who we are and what we do</b></p> <p>Who's who on the Council and its Committees Contact details for Parish Clerk and Council members</p>	<p>Website – Hard copy or email on request to the Clerk</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Current and previous financial year)</p> <p>Annual return form and report by auditor Current and previous financial year statements of account Financial Regulations and Standing Orders Expenditure over £100</p>	<p>Website – Hard copy or email on request to the Clerk</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Annual Report to Parish (current and previous year)</p>	<p>Website Hard copy or email on request to the Clerk</p>
<p><b>Class 4 – How we make decisions</b> (Current and previous council year)</p> <p>Timetable of meetings (Council and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting</p>	<p>Website – Hard copy or email on request to the Clerk</p>

<p><b>Class 5 – Our policies and procedures</b></p> <p>Policies and procedures for the conduct of council business:  Procedural Standing Orders  Code of Conduct  Financial Regulations  Risk Assessment  Risk Register  Health and Safety  Communications</p>	<p>Website –  Hard copy or email on request to the clerk</p> <p>See details of charges at end of document.</p>
<p>Policies and procedures for handling requests for information:</p>	<p>Website –  Hard copy or email on request to the clerk</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Asset Register  Register of Members Interests</p>	<p>Website –  Hard copy or email on request to the clerk</p>
<p><b>Class 7 – The services we offer</b></p> <p>Maintenance of the Village Green.  Pessall Brook running between Burton Road and Mill Street. Litter picking within the village limits  Emptying of litter bins. Emptying of dog waste bins.  Parish noticeboards. Village name signs at entrances to village.  Benches on the Village Green. Flagpole on the Village Green. Memorial stone on Village Green.  Defibrillator.</p>	<p>Website –  Hard copy or email on request to the clerk</p>

<p><b>Contact Details</b> <a href="mailto:cotonintheelmspc@gmail.com">cotonintheelmspc@gmail.com</a> Sue Hughes - Parish Clerk Coton In The Elms Parish Council <a href="http://www.cotonintheelmspc.info">www.cotonintheelmspc.info</a> 07354 459810</p>	<p><b>Schedule of Charges</b></p> <p>Hard copy of information that can be photocopied, without breaching copyright laws can be provided at the following costs: -</p> <ul style="list-style-type: none"><li>• Photocopy A4 Black/White @ 10p per sheet</li><li>• Photocopy A4 Colour @ 12p per sheet</li><li>• Royal Mail 2nd Class Post</li></ul> <p>Above at actual cost to Parish Council</p>
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