

## Information available from Cosgrove Parish Council

**Class 1- Who we are and what we do** (organisational Information, location and contacts) This will be current information only

**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

**Class 3- What our priorities are and how we are doing** (Strategies, plans, performance indicators, audits, inspections and reviews)

**Class 4- How we make decisions** (decision making process and records of decisions) Current year and previous year

**Class 5- Our Policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

**Class 6- Lists and Registers** - Currently maintained lists and registers only

**Class 7** –The services we offer (information about the services we offer, including guidance and newsletters) Current information only

**Additional information-** Information not itemised above

<b>Class 1- Who we are and what we do</b> (organisational Information, location and contacts) This will be current information only		
Information to be published	How it can be obtained	Cost
Who's who on the Council and its Committees	A4 Black & white sheet	POA
	Email	Free
	Website	Free
Contact details for the Clerk and Council members (named contacts where possible with telephone number & email address)	A4 Black & white sheet	POA
	Email	Free
	Website	Free
	A4 Black & white sheet	POA

Location of main Council office and accessibility details	Email	Free
	Website	Free

<b>Class 2- What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Information to be published	How it can be obtained	Cost
Annual Return Form and auditor reports	A4 Black & white sheet Email Website	POA Free Free
Finalised budget	A4 Black & white sheet Email	POA Free
Precept	A4 Black & white sheet Email	POA Free
Financial regulations and standing orders	A4 Black & white sheet Email Website	POA Free Free
Grants given and received	A4 Black & white sheet Email	POA Free
List of current contracts awarded and value of the contract	A4 Black & white sheet Email	POA Free
Members allowances and expenses	A4 Black & white sheet Email	POA Free

<b>Class 3- What our priorities are and how we are doing</b> (Strategies, plans, performance indicators, audits, inspections and reviews)		
Information to be published	How it can be obtained	Cost
5 year plan	A4 Black & white sheet Email Website	POA Free Free
Annual Report to Parish/Community Meeting (current and previous year)	A4 Black & white sheet Email Website	POA Free Free

<b>Class 4- How we make decisions</b> (decision making process and records of decisions) Current year and previous year		
Information to be published	How it can be obtained	Cost
Timetable of meetings (Council, Sub-committee and community meetings)	A4 Black & white sheet Email Website	POA Free Free
Agendas of meetings (as above)	A4 Black & white sheet Email Website	POA Free Free
Minutes of meeting (as above)	A4 Black & white sheet Email Website	POA Free Free
Reports presented to council meeting	A4 Black & white sheet	POA

	Email Website	Free Free
Responses to consultation papers	A4 Black & white sheet Email Website	POA Free Free
Responses to planning applications	A4 Black & white sheet Email Website	POA Free Free

<b>Class 5– Our Policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Information to be published	How it can be obtained	Cost
Policies and procedures for the conduct of council business: Standing Orders Committee terms of reference Code of Conduct Complaints Procedure	A4 Black & white sheet Email Website	POA Free Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health & Safety Policy Recruitment policies Diversity & Equal Opportunities policy Complaints procedure	A4 Black & white sheet Email Website	POA Free Free

<b>Class 6- Lists and Registers</b>		
Currently maintained lists and registers only		
Information to be published	How it can be obtained	Cost
Asset register	A4 Black & white sheet Email Website	POA Free Free
Register of Members' Interests	A4 Black & white sheet Email Website	POA Free Free
Register of gifts and hospitality	A4 Black & white sheet Email Website	POA Free Free

<b>Class 7 –The services we offer</b>		
(information about the services we offer, including guidance and newsletters) Current information only		
Information to be published	How it can be obtained	Cost
Allotment Burial Grounds Children's Playpark Litter and dog waste bins Recreation Ground Streetlighting	A4 Black & white sheet Email Website	POA Free Free

<b>Additional information</b>		
Information to be published	How it can be obtained	Cost
Information not itemised above	A4 Black & white sheet	POA

	Email Website	Free Free
--	------------------	--------------

Adopted 7 May 2025 to be reviewed May 2027