



## Publication Scheme

Author	Amended	Adopted	Summary of amendments
<b>Unknown</b>		27 <sup>th</sup> February 2012	
<b>Claire Newton</b>	October 2023	17 <sup>th</sup> October 2023 046/23	<ul style="list-style-type: none"><li>➤ Update to City Council</li><li>➤ Formatting</li><li>➤ Change from 20p per copy to 40p</li><li>➤ Addition of Memorial Garden register</li></ul>
<b>Claire Newton</b>	October 2024		<ul style="list-style-type: none"><li>➤ No Changes</li></ul>



## **FREEDOM OF INFORMATION ACT 2000**

### **INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME**

<b>INFORMATION</b>	<b>METHOD OF ACCESS</b>	<b>FEE PAYABLE</b>
<b>1 COUNCIL STRUCTURE</b>		
Who's who on Council and Committees	Displayed on notice boards and website	N/A
Contact details for Cllrs and Clerk	Displayed on notice boards and website	N/A
Location of office and opening hours	Displayed on notice boards and website	N/A
<b>2 INTERNAL PRACTISE AND PROCEDURES</b>		
Timetable of meetings	Displayed on notice boards and website	N/A
Agendas for Council and Committees meetings	Displayed on notice boards, Facebook, and website. Copy available in office	Yes
Minutes of Council and Committees meetings except those regarded as confidential	Displayed on notice boards and website. Copies available in office	Yes
Minutes of Annual Parish Meeting	Displayed on notice boards and website. Copies available in office	Yes
Reports presented to Council and Committees meetings except those regarded as confidential	Available in office to view by appointment. Hard copies available	Yes
Responses to consultation papers	Available in office to view by appointment. Hard copies available	Yes
Bye laws	Available in office to view by appointment	N/A
Standing Orders and Financial Regulations	Available to view in office by appointment or to download from website	Yes
Code of Conduct	Available in office to view by appointment or to download from website. Copy available in office	Yes
Register of Cllr interests	Available on CCC website or via link from TPC website	N/A



<b>INFORMATION</b>	<b>METHOD OF ACCESS</b>	<b>FEE PAYABLE</b>
CLRs Acceptance of Office	Available in office to view by appointment	N/A
Playground inspection records	Available in office to view by appointment	N/A
Complaints Procedure	Available in office to view by appointment or download from website	Yes
Health and Safety Policy	Available in office to view by appointment or download from website	Yes
Register of Interments at Tiptree Memorial Garden	Available in office to view by appointment	Yes
<b>3 FINANCIAL</b>		
End of year accounts and supporting information	Available in office to view by appointment	N/A
Auditors report	Available in office to view by appointment	N/A
Assets register	Available in office to view by appointment	N/A
Precept request	Available in office to view by appointment	N/A
Cash book, bank statements, VAT records	Available in office to view by appointment	N/A
Risk Assessments	Available in office to view by appointment	N/A
<b>4 EMPLOYMENT PRACTICE</b>		
Disciplinary and grievance procedure	Available in office to view by appointment	N/A
Appraisal procedure	Available in office to view by appointment	N/A
<b>5 PLANNING</b>		
Details of planning applications for consideration by Council	Detailed on appropriate agenda displayed on notice board and website	N/A
Response to planning applications	Available in office to view on the CCC website	N/A

## **6 Written requests**

Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



## **7 Charging policy**

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