

## Information available from Mottram St. Andrew Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost       |
|---|--|------------|
| <p><b>Class1 - Who we are and what we do</b><br/>           (Organisational information, structures, locations and contacts)<br/>           Chairman<br/>           Andrew Levis Cllr.levis@mottramstandrewpc.org.uk<br/>           01625 828906<br/>           Councillors<br/>           Bill Pilkington wmp43@btinternet.com<br/>           01625 599270<br/>           David Martin dmartinrose@gmail.com<br/>           01625 820204<br/>           Simon Lane Cllr.lane@mottramstandrewpc.org.uk<br/>           01625 478781<br/>           Jack Sidebottom Cllr.sidebottom@mottramstandrewpc.org.uk<br/>           07957896752<br/>           Judith Shaw Cllr.shaw@mottramstandrewpc.org.uk<br/>           07809202538<br/>           Jacqueline Waugh Cllr.waugh@mottramstandrewpc.org.uk<br/>           07966204398<br/>           Clerk Ron Taylor Clerk@mottramstandrewpc.org.uk<br/>           01625 585039 (07802 356251)</p> | <p>HEREWITH and on Web Site at<br/> <a href="http://www.mottramstandrewpc.org.uk">www.mottramstandrewpc.org.uk</a></p> | <p>NIL</p> |

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| <b>Class 2 – What we spend and how we spend it</b><br>PRECEPT £8,035<br>OTHER INCOME £1,400 | CLERK                        | 10P SHEET |
| Annual return form and report by auditor  | See Web Site                 |           |
| Finalised budget                      See Web Site  | www.mottramstandrewpc.org.uk |           |
| Precept                                      £8,035   |                              |           |
|   |                              |           |
| Standing Orders and Financial Regulations   | See Web site                 |           |
| Grants given and received                                      NONE                         |                              |           |
|   |                              |           |
| Members' allowances and expenses                      As claimed supported by voucher       | See Accounts on web site     |           |
|   |                              |           |
| <b>Class 3 – What our priorities are and how we are doing</b>                               |                              |           |
| TO REPRESENT THE INTERESTS OF OUR PARISH AND ITS ELECTORATE                                 |                              |           |
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| <b>Class 4 – How we make decisions</b>  |   |           |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | CLERK and on the Web Site at <a href="http://www.mottramstandrewpc.org.uk">www.mottramstandrewpc.org.uk</a> | 10P SHEET |
| Agendas of meetings (as above)  | See Web Site  |           |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | As above  |           |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.   | CLERK   |           |
| Responses to consultation papers  | CLERK   |           |
| Responses to planning applications  | CLERK / See Cheshire East Planning portal   |           |
|   |   |           |
|   |   |           |
| <b>Class 5 – Our policies and procedures</b>  |   |           |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders/ Financial Regulations<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | CLERK /See Web site   | 10P SHEET |

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| Policies and procedures for the provision of services and about the employment of staff:  | CLERK/ See Web site   | 10P SHEET |
| Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | See Web site  |           |
| Information security policy   |   |           |
| Records management policies (records retention, destruction and archive)  | CLERK   |           |
| Data protection policies  | See GDPR Policy   |           |
| Schedule of charges )for the publication of information)  |   |           |
| <b>Class 6 – Lists and Registers</b>  | (hard copy; some information may only be available by inspection) |           |
| Currently maintained lists and registers only   |   |           |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                              |   |           |
| Assets Register   | CLERK   |           |
| Register of members' interests  | See Web Site  |           |
| Register of gifts and hospitality   |   |           |
| <b>Class 7 – The services we offer</b>  | (hard copy; some information may only be available by inspection) |           |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  |   |           |
| Current information only  |   |           |

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| Allotments   | Contact Clerk |  |
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| Parks, playing fields and recreational facilities  |               |  |
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| <b>Additional Information</b>  |               |  |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above |               |  |
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Contact details: Ron Taylor Clerk@mottramstandrewpc.org.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                             | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10..p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @10..p per sheet (colour)         | Actual cost  |
|                          |  |  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |  |  |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute) |
|                          |  |  |
| <b>Other</b>             |  |  |
|                          |  |  |

\* the actual cost incurred by the public authority