

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>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Chairman William Pilkington Wmp43@btinternet.com 01625 599270 Deputy Chairman Donald Hatch info@goosegreenfarm.com 01625 828814 Councillors Michael Holland mikeholland@aol.com 01625 820793 Angela Philpott philpottangela@btinternet.com 01625 982238 Sydney Blakeborough j3sab@yahoo.co.uk 01625 532557 Tucker Wennell t.wennell@sky.com 01625 472376 Hugh Morgan family.morgan@talktalk.net 01625 585266 Clerk Ron Taylor rontaylorllb@btconnect.com 01625 585039</p>	<p>HEREWITH</p>	<p>NIL</p>

Class 2 – What we spend and how we spend it PRECEPT £7,000 OTHER INCOME £1,700	CLERK	10P SHEET
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing		
TO REPRESENT THE INTERESTS OF OUR PARISH AND ITS ELECTORATE		
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	CLERK	10P SHEET
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		10P SHEET
Procedural standing orders	CLERK	
Committee and sub-committee terms of reference		

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	CLERK	10P SHEET
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy; some information may only be	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	available by inspection)	
Allotments		
Parks, playing fields and recreational facilities		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Ron Taylor Clerk rontaylorllb@btconnect.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority