

**Information available from Mobberley Parish Council under the model publication scheme, Freedom of Information Act Compliance**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are what we do</b>		
Who's who on the Council	Notice Boards, Email Hard copy from the Clerk	Free see schedule
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Notice Boards, Email Hard copy from the Clerk	Free see schedule
Location of main Council office and accessibility details	The Parish Council Office, The Rajar Building. Town Lane Mobberley WA16 7GH.	
Staffing Structure	Clerk – Rajar Building care take, Victory Hall care taker and Book Keeper.	
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return form and report by auditor	Hard copy or email – contact the Clerk	see schedule
Finalised budget	Hard copy or email – contact the Clerk	see schedule
Precept	Hard copy or email – contact the Clerk	see schedule
Financial Regulations	Hard copy or email – contact the Clerk	see schedule
Grants given / received	Hard copy or email – contact the Clerk	see schedule
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current)	<b>The Parish Council is currently updating the Parish Plan</b>	
Annual Report	Email Hard copy – contact the Clerk	Free see schedule
Quality Status	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of Council meetings	Notice Boards or email Hard copy – contact the Clerk	Free see schedule
Agendas of Council meetings	Notice Boards prior to meetings Hard copy or email – contact the Clerk	Free see schedule
Minutes of Meetings (excluding information properly regarded as private to the meeting)	Email Hard copy– contact the Clerk	Free see schedule
Reports presented at Meetings (excluding information properly regarded as private to the meeting)	Email Hard copy– contact the Clerk	Free see schedule

Responses to Planning Applications	Cheshire East Council website	
Bye-laws (currently none)	Contact the Clerk	
<b>Class 5 – Our policies and procedures</b>		
Standing Orders/Financial Regulations	Email Hard copy – contact the Clerk	Free see schedule
Code of Conduct	Email Hard copy - contact the Clerk	Free see schedule
<b>Class 6 – Lists and Registers</b>		
Asset Register	Email Hard copy – contact the Clerk	Free see schedule
Register of Members' Interests	Available to view – please contact Clerk	
Register of gifts and hospitality	Available to view – please contact Clerk	
<b>Class 7 – The services we offer</b>		
N/A	N/A	
<b>Additional Information</b>		
Risk Assessment	Email Hard copy – contact the Clerk	Free see schedule

**Mobberley Parish Council**  
**Parish Clerk: Kathryn Booth, Parish Council Office, The Rajar Building, Town Lane, Mobberley WA16 7GH**  
**Tel: 01565 872333 / email: clerk@mobberleyparishcouncil.co.uk**

#### Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying: <ul style="list-style-type: none"> <li>• black and white</li> <li>• colour</li> </ul>	Based on cost of printer ink 10p per sheet 20p per sheet
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class post (unless 1 <sup>st</sup> class requested)
Statutory Fee		In accordance with relevant legislation

**This document was adopted by Mobberley Parish Council at its meeting held on .....**

Signed.....