

## Mobberley Parish Council Publication Scheme

Last Review: June 2023. Next Review: June 2025

Information to be published	How the information can be obtained
<p><b>Class 1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy
Three Year Business Plan	Hard copy and Website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy and Website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above)	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and Cheshire East Council website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	Hard copy and on Website
Policies and procedures for the conduct of council business:	Hard copy
Procedural standing orders	Hard copy and Website

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Hard copy Hard copy Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy  Website Website Website Website Website
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Register of members' interests	Hard copy and Cheshire East Council website
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	Hard copy and Website

Rajar Building and Victory Hall	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy

**Contact details:**

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WA16 7ER

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**SCHEDULE OF CHARGES**

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Mobberley
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Mobberley on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Mobberley or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.