

**Information available from Mickle Trafford & District Parish Council under the  
Freedom of Information Model Publication Scheme**

Information to be published	
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website) Information included on Website address: <a href="http://www.mickletrafford.org.uk">www.mickletrafford.org.uk</a> or Hard Copy from: Parish Clerk: Mrs C Blackwell 5 Woodland Bank Mickle Trafford CH2 4QL</p>
Who's who on the Council and its Committees	<p>Website Hardcopy</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website Hardcopy</p>
Location of main Council office and accessibility details	<p>5 Woodland Bank M.T.</p>
	<p>Between 9.00 and 16.00 hours by prior telephone appointment. Phone no: 01244 301202</p>
<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>(hard copy and/or website)  Hardcopy</p>
Annual return form and report by auditor	<p>Hardcopy</p>
Finalised budget	<p>Hardcopy</p>
Precept	<p>Hardcopy</p>
Grants given and received	<p>Hardcopy</p>
List of current contracts awarded and value of contract	<p>Hardcopy</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)  Hardcopy</p>
Parish Plan (current and previous year as a minimum)	<p>Website Hardcopy</p>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<p>Website Hardcopy</p>
Quality status	<p>Hardcopy</p>
Local charters drawn up in accordance with DCLG guidelines	<p>Hardcopy</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy or website)  Website Hardcopy</p>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<p>Website Hardcopy</p>
Agendas of meetings (as above)	<p>Hardcopy/Notice boards</p>

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="#">Website</a> <a href="#">Hardcopy</a>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<a href="#">Hardcopy</a>
Responses to consultation papers	<a href="#">Hardcopy</a>
Responses to planning applications	<a href="#">Website</a> <a href="#">Hardcopy</a>
<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 or website)
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	<a href="#">Hardcopy</a> <a href="#">Hardcopy</a> <a href="#">Hardcopy</a> <a href="#">Hardcopy</a>
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services 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)	<a href="#">Hardcopy</a> <a href="#">Hardcopy</a> <a href="#">Hardcopy</a> <a href="#">Hardcopy</a> <a href="#">Hardcopy</a>
Records management policies (records retention, destruction and archive)	<a href="#">Hardcopy</a>
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; 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)	<a href="#">Hardcopy</a>
Assets Register	<a href="#">Hardcopy</a>
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	<a href="#">Hardcopy</a>
Register of members' interests	<a href="#">Hardcopy</a>
Register of gifts and hospitality	<a href="#">Hardcopy</a>
<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)  Current information only	(hard copy or website; some information may only be available by inspection)
Community centres and village halls	<a href="#">Hardcopy</a>
Parks, playing fields and recreational facilities	<a href="#">Hardcopy</a>
Seating, litter bins, clocks, memorials and lighting	<a href="#">Hardcopy</a>
Bus shelters	<a href="#">Hardcopy</a>
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
St Plegmunds Well	<a href="#">Hardcopy</a>
Hoole Village Penfold	<a href="#">Hardcopy</a>

Contact details: Parish Clerk, Mrs S M Chamberlain telephone: 01244 300041

SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>	<b>OUR CHARGE</b>
<b>Disbursement cost</b>	Hardcopy - per sheet (black & white)	Actual cost * 1.5p	5p per sheet **
	Website	Free	Free
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	Variable according to weight & size
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)	None
<b>Other</b>	Envelopes	Actual cost	5p each

\* the actual cost incurred by the public authority (photocopy and paper only)

\*\* this covers all the costs to photocopy including time, electricity, photocopier rental fees and paper