

Information available from Mellor Parish Council under its publication scheme

INFORMATION	How the information can be obtained	Cost
<i>Class 1 – What we are and what we do</i>	Mellor Parish Council www.mellorparishcouncil.org.uk	
Who's who on the Council & its Committees	Notice Board – Parish Newsletter & Parish Clerk	
Contact details for Parish Clerk & Council Members	Notice Board – Parish Newsletter – Parish Clerk E;clerk@mellorparishcouncil.org.uk	
Location of main Council Office & accessibility details	Parish Council meets in St. Mary's Primary School, Brundhust Fold, Mellor usually on first Thursday each month at 7.00pm Parish Clerk works from home, contact by email clerk@mellorparishcouncil.org.uk or telephone 01200 422607	
<i>Class 2 – What we spend and how we spend it</i>		
Annual Return Form & report by auditor	Notice board and website	
Finalised budget	Clerk and Minutes as hard copy. Also on website	
Precept	Clerk and Minutes as hard copy Also on website	
Financial Standing Orders & Regulations	Clerk, on website	
Grants given & received	Clerk and Minutes as hard copy. Also on website	
List of current contracts awarded	Clerk	
Members' allowances & expenses	Clerk	
<i>Class 3 – What our priorities are & how we are doing</i>		
Annual Report to Parish	Chairman – Clerk – Parish Newsletter - website	
Regular meetings open to the public	Attend meetings, visit website to read minutes, in newsletter	
<i>Class 4 – How we make decisions</i>		
Current & previous council year	Clerk and Minutes as hard copy, published on website www.mellorparishcouncil.org.uk	

Timetable of meetings (Council, any committee and parish meetings)	See above under Class 1	
Agenda of meetings (as above)	Notice boards, website www.mellorparishcouncil.org.uk	
Minutes of meetings (as above)	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Reports presented to Council Meeting	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk and Ribble Valley Borough Council Planning Dept.	
Class 5 – Our policies & procedures		
Policies & procedures for the conduct of Council business Procedural Standing Orders Code of Conduct Policy Statements	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Policies & procedures for the provision of services Internal policies relating to the delivery of services Equality & diversity policy Health & Safety Policy Recruitment policies (including any current vacancies) Policies & procedures for handling any requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Information security policy	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Records management policies (records retention, destruction & archive)	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Data protection policies	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Schedule of charges (for the publication of information)	Clerk	
Class 6 – Lists & Registers		

Assets Register	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Register of Members' Interests	www.mellorparishcouncil.org.uk Hard copy from Clerk	
Register of Gifts & Hospitality	Clerk	
<i>Class 7 – The services we offer</i>		
Recreational Facilities	Children's Play Area to rear of library	
Seating	Benches in various locations – Clerk has details	

Contact Details : Clerk or Council Member via website www.mellorparishcouncil.org.uk by Email : clerk@mellorparishcouncil.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail, normally 2 nd class stamp