

Manduessedum - Mancetter Village
(Place of War Chariots)

Mancetter Parish Council

DOCUMENT CONTROL

Organisation	Mancetter Parish Council
Title	Model Publication Scheme
Policy Version	2
Creator	Jo-Anne Ambrose, Parish Clerk
Adopted	28 July 2026
Minute Reference	2026/035(d)
Last review Date	July 2027
Next Review date	May 2027

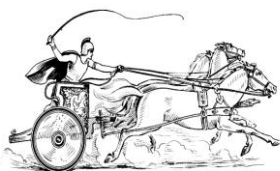
MODEL PUBLICATION SCHEME 2026

This publication scheme gives examples of the kinds of information that the Information Commissioners Office would expect Mancetter Parish Council to provide in order to meet its commitments under the Model Publication Scheme.

The ICO expects Mancetter Parish Council to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

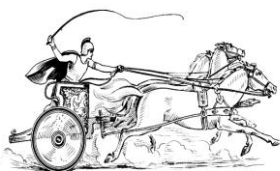
The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.



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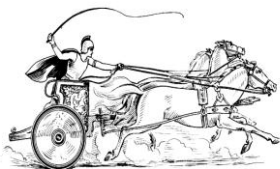
Information to be Published	How the Information Can Be Obtained:	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk	Electronic Copies free of charge.
Who's who on the Council and its Committees where applicable		Hard Copies charged at £0.10 per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk	
Location of private office and accessibility details	Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	
Staffing structure		
Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk	Electronic Copies free of charge.
Annual return form and report by auditor given and received	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk	Hard Copies charged at £0.10 per A4 sheet
Finalised budget		
Precept		
Financial Regulations and Standing Orders	Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		



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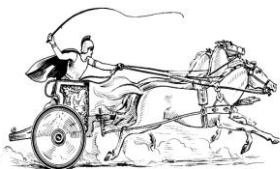
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk	Electronic Copies free of charge.
Annual Report to Annual Parish Meeting (current and previous year as a minimum)	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	Hard Copies charged at £0.10 per A4 sheet
Class 4: How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk	Electronic Copies free of charge.
Timetable of meetings (Council and any committee/sub-committee meetings where applicable)	www.mancetterparishcouncil.gov.uk	Hard Copies charged at £0.10 per A4 sheet
Agendas of meetings	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	
Minutes of meetings– this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		



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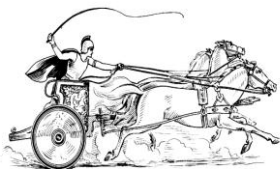
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference where applicable Delegated authority in respect of officers where applicable Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		



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Class 6: Lists and Registers Currently maintained lists and registers only	Information available on the Parish Council's website	Electronic Copies free of charge.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	www.mancetterparishcouncil.gov.uk	Hard Copies charged at £0.10 per A4 sheet
Assets register	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk	
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)	Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	
Register of members' interests		
Register of gifts and hospitality		
Class 7: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Information available on the Parish Council's website www.mancetterparishcouncil.gov.uk	Electronic Copies free of charge.
Allotments	Further information can be obtained from the Parish Clerk on mobile: 0738 648 4456 or email parishclerk@mancetterparishcouncil.gov.uk	Hard Copies charged at £0.10 per A4 sheet
Burials		
Seating		
Noticeboards	Write to: PO Box 7,171 Nuneaton Warwickshire CV11 9QD	



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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white) Photocopying @ 30p per A4 sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd Class
Statutory Fee	Not applicable	In accordance with the relevant legislation
Other	Not applicable	In accordance with the relevant legislation

CONTACT DETAILS

Parish Clerk to Mancetter Council Parish

Postal Correspondence only: Mancetter Parish Council
PO Box 7,171
Nuneaton
Warwickshire
CV11 9QD

Mobile: 0738 648 4456

Email: parishclerk@mancetterparishcouncil.gov.uk

Website : www.mancetterparishcouncil.gov.uk