



MACCLESFIELD TOWN COUNCIL

PUBLICATION SCHEME



Document Version Control

Document Name: Publication Scheme

Version No.	Date Change Made	New Version No.	Changes Made By (initial)	Comment
1				Approved at Full Council 18.3.18
				Reviewed at Full Council 16.3.20 Agenda item 9.5
2				Re written inline with ICO Model For approval Full Council 15 th Dec 25

Macclesfield FOI Publication Scheme

Macclesfield Town Council Freedom of Information (FOI) Publication Scheme

1. Introduction This publication scheme commits Macclesfield Town Council to make information available to the public as part of its normal business activities. The scheme is based on the model approved by the Information Commissioner's Office (ICO) under the Freedom of Information Act 2000 (FOIA).

The purpose of this scheme is to ensure that:

- The Council is open and transparent in the way it conducts its business.
 - Members of the public can easily access information without the need to make a specific written request.
 - Information is published proactively and updated regularly.
2. Scope of the Scheme The scheme covers information routinely published by the Council. Where possible, information will be made available on the Council's website: www.macclesfield-tc.gov.uk.

If the information is not available online, it can be requested in writing, by email, or by phone. Paper copies may incur a small charge for printing, copying, and postage.

Contact: Town Clerk Macclesfield Town Council Town Hall, Market Place, Macclesfield, SK10 1EA Email: clerk@macclesfield-tc.gov.uk Phone: 01625 374142

3. Information Available under the Scheme The information is organised into seven broad classes, as recommended by the ICO.

Class 1 – Who we are and what we do

- Who's who on the Council and its Committees
- Contact details for Councillors and Officers
- Council office address, opening hours
- Roles and responsibilities of Committees and Sub-Committees
- Staff Structure
- Boundary maps and ward information

Class 2 – What we spend and how we spend it

- Annual budget and precept information
- Annual accounts and audit reports
- Financial regulations and Standing Orders
- Grants given and received
- Contracts awarded and tenders issued
- Expenses and allowances paid to Councillors
- Payments over £500

- Financial reports (balance sheet, income and expenses, bank reconciliation) in reports to every Finance Committee.

Class 3 – What our priorities are and how we are doing

- Strategic Business Plan 23-27
- Annual Reports
- Macc Updates

Class 4 – How we make decisions

- Timetable of Council and Committee meetings
- Agendas and Minutes of Meetings
- Reports presented to Council for Meetings.
- Standing Orders and all policies.
- Responses to planning applications (in planning minutes)

Class 5 – Our policies and procedures

Extensive list of policies and procedures on the website including:

- Policies and procedures for governance and administration
- Employment and recruitment policies
- Complaints procedure
- Data protection and privacy policies
- FOI and Publication Scheme
- Code of Conduct for Members and Staff
- Health and Safety Policy

Class 6 – Lists and registers

- Register of Members' Interests
- Register of Gifts and Hospitality

Class 7 – The services we offer

- Community grants and funding schemes
- Town Centre management and events
- Allotments
- Support for local groups and organisations
- Newsletter/ Macc Updates

All information on the website. Copy can be emailed on request. Hard copy can be printed on request (cost may be incurred)

4. Charges for Information Information published on the website is free of charge. For printed copies, the following charges may apply :
 - Photocopying: 10p per page (black & white), 20p per page (colour)
 - Postage: at cost



- Electronic copies: free of charge
- 5. Requests for Information If the information you need is not available through this publication scheme, you may make a written request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

Requests should be sent to: Email: clerk@macclesfield-tc.gov.uk Town Clerk,
Macclesfield Town Council, Town Hall, Market Place, Macclesfield SK10 1EA

We aim to respond within 20 working days of receiving your request.

- 6. Review and Updates This Publication Scheme will be reviewed as required by changes in legislation or Council operations. Last updated: 15th December 2025