

BERRYFIELDS PARISH COUNCIL PUBLICATION SCHEME

Reviewed May 2019

Freedom of Information requests

Class of information	How obtained	Cost
Class 1: Who we are and what we do: Organisational information, locations and contacts. Staffing structure.	Contact Parish Clerk www.berryfieldspc.org Electronic copies FOC	Free Hard copies 10 pence per sheet.
Class 2: What we spend and how we spend it Finalised budget and Precept. Borrowing approval letter Financial Standing Orders & Regulations Grants given and received. List of current contracts awarded and value of contract. Members' allowances and expenses	Hard copy: Contact Parish Clerk Hard copy: contact Parish Clerk Hard copy: Contact Parish Clerk www.berryfieldspc.org Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk	10p/sheet
Class 3: What our priorities are and how we are doing Annual report to Parish (current and previous year minimum)	Hard copy: Contact Parish Clerk www.berryfieldspc.org Published online, website, social media with link and distributed in hard copy to all households annually.	Further copies 10p/sheet
Class 4: How we make decisions Timetable of meetings of Council and any committee or sub-committees Meeting agendas (as above) Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting. Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers. Responses to planning applications	Noticeboard www.berryfieldspc.org Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk Hard copy: Contact Parish Clerk AVDC planning portal public access www.aylesburyvaledc.gov.uk	Free Free 10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet Free

<p>Class 5: Our policies and procedures Policies and procedures for conduct of Council business: Standing Orders Delegated authority in respect of officers Code of Conduct</p>	<p>www.berryfieldspc.org Hard copy: Contact Parish Clerk</p>	<p>Free electronic 10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality & Diversity Policy Health & Safety Policy Policies and procedures for handling information requests Complaints procedures (including requests for information and operating the publication scheme)</p>	<p>Hard copy: Contact clerk</p>	<p>Electronic copies free</p>
<p>Information security policy All information regarding Data Protection and GDPR Policy and processes. Records management policy Schedule of charges for publication of information</p>	<p>Hard copy: Contact Clerk</p>	<p>Electronic copies free</p>
<p>Class 6: Lists and registers Asset Register Register of Members' Interest Register of Gift & Hospitality</p>	<p>Available for inspection from Clerk</p>	
<p>Class 7: The services we offer Current information only, as applicable: Allotments Community Centres and Village Hall plans (proposed) Parks, playing fields and recreational facilities Seating, litter bins, dog waste bins, lighting Bus shelters (proposed)</p>	<p>For information please contact Clerk. <i>NB These facilities are planned or in process of being transferred to the Parish Council information available as facilities and services come into existence.</i></p>	<p>Free</p>

Contact details:

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Schedule of charges:

Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Envelope plus actual cost of Royal Mail Standard second class postage charge

The Council's Publication Scheme complies with The Information Commissioner's Office (ICO) model publication scheme which may be adopted by Parish Councils and sets out specific requirements for adoption by any public authority without further approval.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned above, where this information is held by the authority.